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Minutes

August 2, 1978 - July 11, 1980

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 2, 1978

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on August 2, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Jacobson
Mr. Kuhns
Mrs. Myerly
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Snyder

Also present was Mr. Stern, Assistant Director.

In the absence of the President and First and Second Vice Presidents, Mr. Snyder presided until the arrival of Mrs. Smith, Second Vice President.

The Secretary reported that a quorum was present.

The minutes of the July 7, 1978 meeting were approved.

Correspondence. The Secretary reported that Kanawha County Public Library was in receipt of a letter from Kanawha County Schools, which reads as follows:

"July 21, 1978

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"By official action of the Kanawha County Board of Education on July 20, 1978, approval was granted to sell 20,000 square feet

of land at the Flinn Elementary School site to the Kanawha County Public Library Board. The cost for this land will be $4,896.00.

"Attached is a copy of the Board memo which outlines the conditions upon which this approval is granted. I have forwarded information pertaining to this transaction to Mr. Kizer. As soon as the deed is prepared, we will contact you to finalize this transaction.

"Sincerely yours,

/s/ David L. Acord
David L. Acord
Associate Superintendent
for Business

"DLA:bt
cc: John O. Kizer
Attachment"

A comparison of site acquisition costs (Cross Lanes at Andrew Jackson Junior High School at 7.6 cents per square foot and Sissonville at Virgil Flinn Elementary School at 24.48 cents per square foot) was made. Comments followed. Afterwards, the letter was ordered received and filed.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of July, 1978.

1. Personnel changes: Resignation of Mrs. Shirley A. Smith, Chief, Adult Circulation Department effective July 31, 1978; resignation of Mrs. Barbara Charlton, Adult Circulation Librarian effective August 14, 1978; employment of John Kelly, Adult Circulation Librarian effective July 1, 1978, and, transfer of Miss Kathy Whalin from St. Albans Branch to Chief, Elk Valley Branch.

2. Employment of Senior Americans, persons in their retirement years, to do a variety of tasks previously performed by high school/college students. Advantages accrue to both parties - we "get our money's worth" and "seniors" continue to be useful and valuable.

3. Short and long term plans are being prepared by the Extension Department and branch libraries which are expected to become a "blueprint" for the other departments in the main library.

Reports of Committees.

Budget Committee.

Cash Management. In the absence of Mr. Springer, Mr. Stern reported that Kanawha County Public Library currently owns one 30 day Certificate of Deposit for $160,000.00 at 7.75 per cent interest due August 26, 1978 which was purchased from the Guaranty Bank. Upon motion by Mr. Kuhns, seconded by Mr. Snyder, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $160,000.00 due August 26, 1978 and to deposit this amount plus interest to the Public Library Account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit on or after August 26, 1978 in the amount of $150,000.00.

Computer and the Kanawha County Public Library. Mr. Stern reported that the Library's budget document for fiscal 1978/1979 has been programmed and now resides in the Board of Education computer. A print-out was exhibited to the members present.

Construction Account - Sissonville Instant Library. The Library Director reported that a Construction Account for the Sissonville Library Project should be established with the Library's fiscal agent, the Board of Education of the County of Kanawha. This account would be established, he said, a) to accomodate project receipts and expenditures, b) to provide for the audit of the account, and c) to accept Grant Construction Funds from Kanawha County Commission and the West Virginia Library Commission. After discussion, upon motion by Mr. Snyder, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That a Construction Account for the Sissonville Library be established with the Board of Education of the County of Kanawha.

Application for Sissonville Instant Library. In the absence of Mr. Fisher, the Library Director reported on the Sissonville Instant Library Project. It was suggested that a second instant library unit might be acquired for the purpose of using it, for a few years, as a senior center or until such time when expanded library needs would dictate its withdrawal for library use. Following considerable discussion, upon motion by Mr. Kuhns, seconded by Mrs. Anderson, it was unanimously

> RESOLVED, That Kanawha County Public Library submit an application to West Virginia Library Commission for one Instant Library unit for Sissonville.

Motion carried.

Community Service Committee.

Elk Valley Branch Library. The Library Director reported that the Elk Valley Branch Library observed its first anniversary on July 13, 1978 with a special observance. Dr. O. M. Harper and Mr. James C. Smith, members, Kanawha County Public Library Board of Directors, were honored. Two meeting rooms henceforth will be known as The Dr. O. M. Harper Room and The James C. Smith Room. A special statement was read at the observance and is recorded as follows:

> "Having a library in the Elk Valley area was a dream shared by many of its residents and Kanawha County Public Library. At first this seemed to be only a dream, a wish, a hope. Then about four years ago, a group of people got together; people who knew it would take more than just wishes and hopes for their dreams to come true. These citizens were organized into action, the plans were formulated, the project was publicized, the community was mobilized and an effective compaign was successfully concluded. They saw their dream become a reality when the Elk Valley Library was opened on July 13, 1977.
>
> "Among this group of concerned citizens are two men who stand tall. Their vision, time, talent, energy and dedication to this project are an inspiration to all of us.

"It is, therefore, appropriate that on this first anniversary of the Elk Valley Library that we honor these men. By unanimous action of the Elk Valley Library Board, two meeting rooms shall henceforth be known as The Dr. O. M. Harper Room and The James C. Smith Room."

"/s/ Nicholas Winowich
Nicholas Winowich
Library Director
Kanawha County Public Library"

"July 13, 1978"

Open Meetings Law. A report was made by Mr. Ray. A West Virginia Library Commission Memorandum of June 8, 1978 was mailed previously to members of the Library Board. Methods of notifying the public and news media were discussed. The Library Director reported that meeting notices were posted in the main library and all branches. Meeting notices were mailed to radio and television stations in Kanawha County and to newspapers in Kanawha County. Copies of Library Board minutes, he said, were on exhibit in the Administrative Office for anyone who wished to read them.

Afterwards, upon motion by Dr. Riggleman, seconded by Mr. Kuhns, it was moved that the Library Board defer further action on the Open Meetings Law until rules have been promulgated. Motion carried.

Personnel Committee.

Circulation Librarian. The Library Director reported that he and members of the staff had interviewed several applicants for the position of Circulation Librarian. He submitted the application of Miss Denise A. Schindehette. He presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Mr. Snyder, seconded by Mr. Jacobson, it was unanimously

RESOLVED, That Miss Denise A. Schindehette be appointed Circulation Librarian, effective September 1, 1978 at an annual salary of $10,680.00.

Motion carried.

Elk Valley Librarian. The Library Director submitted the application of Miss Kathleen Whalin for the position of Librarian, Elk Valley (Big Chimney) Branch Library. Miss Whalin served previously as Children's Librarian, St. Albans Branch. He presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Mr. Snyder, seconded by Mr. Jacobson, it was unanimously

RESOLVED, That Miss Kathleen Whalin be appointed Librarian, Elk Valley (Big Chimney) Branch Library effective September 1, 1978 at an annual salary of $12,540.00.

Motion carried.

NEW BUSINESS

Seminar on Children's Literature. The Library Director reported that a conference sponsored by the International Children's Literature Institute would be held on August 14-18, 1978 in Framingham State College, Massachusetts. He asked for authorization to send Mrs. Helen Lind Thomas, Chief, Children's Librarian. After discussion, and upon motion by Mr. Kuhns, seconded by Dr. Harper, it was unanimously

RESOLVED, That the expenses of Helen Lind Thomas not to exceed $225.00 be paid for attendance at the Seminar on Children's Literature in Framingham State College, Massachusetts.

Motion carried.

Governor's Conference. The Library Director reported that informational material was mailed previously to each Library Board Member. He promised everyone an exciting, interesting and informative experience.

Approval of Bills. The Library Director submitted Book Bills List No. 254 ($15,543.02) and General Bills List No. 254 ($17,410.29) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Jacobson and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 253 ($1,299.16) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Jacobson and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Sissonville Library. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

R. L. Wilson - $450.00

The motion was seconded by Dr. Riggleman, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Helen Fisher Smith
Second Vice President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 6, 1978

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on September 6, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Harper
Mr. Jacobson
Mrs. Myerly
Dr. Riggleman
Mrs. Smith
Mr. Snyder
Dr. Wallace

Also present was Mr. Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary.

The minutes of the August 2, 1978 meeting were approved.

Correspondence. The Library Director reported that Kanawha County Public Library was in receipt of a letter from the West Virginia Library Commission which reads as follows:

"August 16, 1978

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

"Dear Nick,

"This is to advise that the Library Commission, at its meeting of July 24th, indicated that it would be most favorably disposed to a request from the Kanawha County Public Library Board for an

Instant Library shell and related architectural costs for Sissonville. Inasmuch as your letter of August 10 authorizes such request, it is my pleasure to inform you that a favorable response is anticipated at the next Commission meeting, which is scheduled for August 30th.

"As you will see from the enclosed letter I have also advised Mrs. Shepherd, who sought these funds for the Sissonville Community and she has been advised of my letter to you. Please be in touch with Dave Childers of the Commission staff who will be coordinating the project for us.

"Best wishes in your continued efforts to extend and expand library service to all in your area.

"Sincerely,

/s/ Fred
Frederic J. Glazer
Director

"FJG/jb

"Enclosure"

The Library Director distributed to the members present, a copy of Mr. Glazer's letter of August 16, 1978 addressed to Mrs. Sally Shepherd which is a part of the minutes of this meeting. Discussion followed.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of August, 1978. Included were the following:

1. A gift by Kanawha Banking and Trust Company of Paul Klein's painting to Kanawha County Public Library. The handsome water color will reside in the Board of Directors Room.

2. Sunday library services are scheduled to be resumed at the Charleston and St. Albans facilities beginning September 10, 1978 from 1:00 p.m. to 5:00 p.m.

3. Several special events were held on the Library's plaza during Charleston's Regatta Week beginning August 28, 1978.

4. We continue to be optimistic in our search for a children's librarian at the St. Albans Branch Library.

Reports of Committees.

Budget Committee. Dr. Wallace, Chairman, asked Mr. Stern to report on the Library's investments program. Mr. Stern stated that the Library has a total of $120,029.65 invested with the Municipal Bond Commission. The money earned interest at the rate of 5.86% during 1977/1978. The committee makes a recommendation, he said, to withdraw this amount, including any additional interest, and to invest in higher yielding Certificates of Deposit.

After discussion, and upon motion by Mr. Jacobson, seconded by Mr. Snyder, it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to withdraw its monies from the Municipal Bond Commission and to invest said monies in Certificates of Deposit through The Board of Education of the County of Kanawha.

Motion carried.

After further discussion, upon motion by Mr. Jacobson, seconded by Mr. Snyder and unanimously

> RESOLVED, That the Library Director be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit on or after September 18, 1978 in the amount of $125,000.00.

Motion carried.

Mr. Stern also reported that the Kanawha County Public Library currently owns one 30 day Certificate of Deposit for $170,000.00 at 7.90 per cent interest due September 26, 1978 which was purchased from the Guaranty Bank of Charleston. Upon motion by Mr. Jacobson, seconded by Mr. Snyder, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $170,000.00 due September 26, 1978 and to deposit this amount plus interest to the Public Library Account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit on or after September 27, 1978 in the amount of $140,000.00.

Motion carried.

There was discussion concerning the Library's short term investments in Certificates of Deposit issued by commercial banks and their risk(s), and in the individual and collective liability of Library Board members for library financial decisions approved by them. The Library Director was asked to research the matter for a report to be made to the Library Board at its regularly scheduled October, 1978 meeting.

Employee Hospitalization Insurance Grant. Dr. Wallace reported that an Employee Hospitalization Insurance Grant of $21,173 was received from West Virginia Library Commission. It was suggested that this fund be used for the operation and maintenance costs of the Marmet Outpost Library from November, 1978 through June, 1979. The matter was referred to the Community Service Committee for consideration and action.

Community Service Committee.

Marmet Outpost Library Project. In the absence of the Chairman, the Library Director made an oral and visual report of the proposed project which is noted as follows:

1. Conferences have been held involving a number of persons: Jack Bowman, Joel Stern, Fred Glazer, Russell Hansford (representing Marmet) and Mayor Sutphin.

2. A tentative site, off 93rd Street and near Chesapeake and Potomac Railroad, has been viewed and appears to be the most favorable of the six possible locations on the south side of Kanawha River.

3. The town of Marmet intends to deed the property to Kanawha County Public Library, to support the facility in the amount of $2,600 annually, and to appoint an advisory library board of five members.

4. A tentative draft of a Memorandum of Understanding between Marmet and Kanawha has been prepared and was distributed to the members present.

5. An Outpost Library will be exhibited at the Governor's Conference on libraries and is the one to be installed in Marmet.

6. Funds for the Outpost Library, $22,186.70, have been received from West Virginia Library Commission.

There was discussion. Afterwards, upon motion by Dr. Wallace, seconded by Mr. Snyder, it was unanimously

RESOLVED, That the President and Community Service Committee be empowered to act in connection with the Marmet Outpost Library Project.

Motion carried.

Sissonville Instant Library Project. The Library Director reported that an application for one Instant Library unit was submitted to West Virginia Library Commission. (Please see Glazer letter of August 16, 1978 which is entered as correspondence with the minutes of this meeting.) Subsequently, Mr. John O. Kizer, Attorney, The Board of Education of the County of Kanawha submitted a proposed deed which would convey 20,000 square feet on U. S. Route 21 adjacent to Flinn Elementary School to Kanawha County Public Library as the site for the Sissonville Instant Library. The proposed draft was seen by Mr. Ray and he found it to be acceptable. The proposed

deed, incidently, is similar to the Cross Lanes document. There was discussion. Afterwards, upon motion by Mr. Snyder, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the President and Community Service Committee be empowered to act in connection with the Sissonville Instant Library Project.

Motion carried.

The Library Director exhibited a contour map and plot plan of the Virgil Flinn School property and identified the site of the proposed Sissonville Instant Library.

Personnel Committee.

Chief, Circulation Librarian. The Library Director submitted the application of Mr. Thomas Wrenn for the position of Chief, Circulation Librarian. Mr. Wrenn served previously as Dunbar Branch Librarian. He presented a brief review of his educational, professional and personal qualifications. Following discussion and upon motion by Dr. Wallace, seconded by Dr. Harper, it was unanimously

RESOLVED, That Mr. Thomas Wrenn be appointed Chief, Circulation Librarian effective September 11, 1978 at an annual salary of $13,920.00.

Motion carried.

Dunbar Branch Librarian. The Library Director also submitted the application of Mr. Stephen Crowley for the position of Dunbar Branch Librarian. Mr. Crowley served previously as a librarian assistant in the Morgantown Public Library. He presented a brief review of his educational, professional and personal qualifications. Following discussion and upon motion by Mrs. Smith, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That Mr. Stephen Crowley be appointed Dunbar Branch Librarian, effective September 11, 1978 at an annual salary of $12,540.00.

Motion carried.

UNFINISHED BUSINESS

Library Board Committee Assignments. A roster of standing committee assignments was distributed by the President to the members present. The President reported that a new committee called "Special Resources" was established. He stated that the purpose of the Committee was to work with the Budget Committee and the Library Director on the special monies received from the West Virginia Library Commission, Kanawha County Commission and perhaps others regarding application for and expenditure of unbudgeted receipts.

Library Board Membership Committee. Mrs. Smith, Chairman, reported that the Membership Committee considered recommendations for the Library Board of Directors to fill the vacancy created by John D. Maurice. She stated the Committee studied the geographical locations of the county and felt the Charleston membership should be kept the same. After reviewing candidacies of 26 persons, the Committee agreed upon the Reverend Dr. Frederick Bannerot, III, pastor of St. Matthews Episcopal Church. Mrs. Smith gave a brief biographical sketch of Dr. Bannerot.

After discussion, upon motion by Mrs. Smith, seconded by Mr. Jacobson, the following resolution was adopted:

RESOLVED, That the Reverend Dr. Frederick Bannerot, III be nominated to the Library Board of Directors for a six-year term beginning September 1, 1978 and ending June 30, 1984; and

RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Motion carried.

Telephone Poll/Library Board Meeting Time. The President reported that the Library Director had conducted a telephone poll of library board members for the purpose of obtaining information on meeting time preferences. Mr. Springer said that it was the consensus of the board members to change the meeting time from 2:00 p.m. to 4:00 p.m. Following discussion it was agreed that the Library Board Meetings would begin at 4:00 p.m. beginning October 4, 1978.

Public Service Commission. The Library Director reported that a hearing before the Public Service Commission concerning the school service electricity rate for Kanawha County Public Library has been scheduled for September 8, 1978. Mr. T. D. Kaufelt, attorney representing the library, Mr. Stern and the Library Director would be present.

Approval of Bills. The Library Director submitted Book Bills List No. 255 ($29,897.91) and General Bills List No. 255 ($20,220.09) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Anderson, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 254 ($2,022.89) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Anderson, seconded by Mrs. Smith and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills for Sissonville Library. Mrs. Anderson moved that the payment as submitted be approved. It is recorded as follows:

Kanawha County Board of Education $4,896.00

The motion was seconded by Dr. Harper, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Donald R. Spurgeon
President

Nicholas Minovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 4, 1978

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on October 4, 1978 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Mrs. Brown
Mr. Fisher
Mrs. Myerly
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Snyder
Mrs. Tompkins

Also present was Mr. Stern, Assistant Director.

The President welcomed Dr. Frederick Bannerot, III who was appointed to the Library Board for a six year term effective September 1, 1978.

Mr. Springer, President, presided. The Library Director served as Secretary.

The minutes of the September 6, 1978 meeting were approved.

Correspondence. The Director reported that the Library was in receipt of a "Board of Education Memo #84-78/79" dated September 14, 1978 and a letter dated September 28, 1978 from Mr. Robert E. Kittle, Superintendent of Schools. The documents read as follows:

"BOARD OF EDUCATION MEMO #84-78/79

September 14, 1978

"TO: Board of Education Members

"FROM: Robert E. Kittle

"SUBJECT: Kanawha County Public Library Board Member

"By a resolution adopted by the Kanawha County Library Board at its meeting on Wednesday, September 6, 1978, the following person was nominated to serve a six-year term on the Library Board effective September 1, 1978.

1. The Reverend Dr. Frederick G. Bannerot, III
   The Reverend Dr. Bannerot is a native of Charleston; Curate of St. Matthews Episcopal Church; active in community organizations.

"I respectfully request that the above named individual be approved to serve as a member of the Kanawha County Public Library Board of Directors.

"REK:mh"

"September 28, 1978

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At a regular meeting of the Kanawha County Board of Education on Thursday, September 21, 1978, your request to appoint Dr. Frederick G. Bannerot, III to the Kanawha County Public Library Board was unanimously approved.

"Enclosed is a copy of Board Memo #84-78/79 which was submitted to the Board for action.

"We commend you for the excellent choice you have made in selecting Reverend Bannerot to serve as a member of the Library Board.

"Sincerely yours,

/s/ Robert E. Kittle
Robert E. Kittle
Superintendent of Schools

"REK/bje
Enclosure
cc: Board of Education Members"

Governor's Conference on Libraries. The President introduced Miss Jo Ellen Flagg, Chief, Extension Department who spoke about the forthcoming Governor's Conference on Libraries and Annual Conference of the West Virginia Library Association scheduled to be held in the Charleston Civic Center and West Virginia Science and Culture Building on October 12-15, 1978. A calendar of events was reviewed. Also, posters were distributed to the members present. Comments and discussion followed. Both Miss Flagg and Mr. Springer reported that Mr. Bowman, Library Board member, was Chairman, Trustees Section, West Virginia Library Association and member, Planning Committee, Governor's Conference on Libraries. As such, he was very active in both. Afterwards, Miss Flagg was excused.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of September, 1978. Included were the following:

1. The Baker & Taylor Company, in a recent letter, announced that the library's book purchases improved to the extent that the company would raise the discount schedule from 38% to 39.1%. The Library Director estimated that savings, based upon last year's purchases, could amount to $1,000.00 and a little extra.

2. The "Messenger" retrieved, from patrons with overdue materials, 598 books whose combined value totaled $3,282.00.

3. An Ad Hoc Committee of librarians is actively engaged in the process of preparing regulations and guidelines on the use of the video cassette in the Kanawha County Public Library. Three units, one each to Charleston, Dunbar and St. Albans were awarded by West Virginia Library Commission to Kanawha County Public Library through the Library Services and Construction Act. The group, after making a visitation to Columbus, Ohio, proposed to meet with our West Virginia public library recipients before submitting a proposed draft of goals, purposes, rules, programs and services.

4. Copies of promotional material, Library Activities in Kanawha County were distributed. This informational literature is mailed to all members of the Library Board.

5. The Children's Librarian position in our St. Albans branch, for whatever reason, continues to remain unfilled. Nevertheless, we remain optimistic.

6. New Masters Degree librarians, recently employed, are noted as follows:

   Denise Schindehette, Bethany College and University of Pittsburgh

   Jack Kelly, Xavier University and University of Kentucky

   Stephen Crowley, Juniata College and Western Michigan University

   Denise and Jack are staff members in the Adult Circulation Department and Steve is Dunbar Branch Librarian.

7. The 1979 model year Chevrolet chassis is expected to be delivered to Gerstenslager in Wooster, Ohio by the end of October, 1978. An earlier delivery was expected. However, we were delayed by the model year change and railroad strike.

Reports of Committees.

Budget Committee.

Cash Management. In the absence of Dr. Wallace, Chairman, Mr. Stern reported that Kanawha County Public Library owns one 30 day Certificate of Deposit for $140,000.00 purchased from Elk National Bank at 8.50% interest and due October 27, 1978. He also reported that Kanawha County Public Library is expected to receive, on or about October 14, 1978, the sum of $120,029.00 previously invested with the West Virginia Municipal Bond Commission. Interest on the preceeding amount will become payable at the close of the 1978/1979 fiscal year.

Upon motion by Mrs. Smith, seconded by Mr. Snyder, it was unanimously,

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit upon receipt of previously invested funds from West Virginia Municipal Bond Commission in the amount of $100,000.00; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $140,000.00 due October 27, 1978 and to deposit this amount plus interest to the Public Library Account; and,

RESOLVED FURTHER, That the Library Director be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit in the amount of $200,000.00 on or about October 27, 1978.

Motion carried.

Reserve Balance. Mr. Stern reported that it was necessary to create a reserve balance in the amount of $72,290.04 for the purpose of carrying forward some previous balances and to make payment on obligations made during 1977/1978 fiscal year. These accounts, with amount, are recorded as follows:

1.	Book Detection System	$16,100.00
2.	Furniture & Equipment - Showcard	2,500.00
3.	Books & Equipment for Older Citizens	2,600.00
4.	Nitro Public Library - special grant	2,000.00
5.	Clendenin Public Library - special grant	2,000.00
6.	Outpost Library - Construction	3,421.07
7.	Outpost Library - Books	6,000.00
8.	Nitro Public Library - general support	999.10
9.	Clendenin Public Library - general support	1,173.00
10.	Bookmobile Purchase	32,958.28
11.	W. Va. Unemployment Tax	2,538.59
		$72,290.04

After discussion, upon motion by Mr. Fisher, seconded by Mrs. Anderson, it was moved that the eleven listed accounts and their amount be paid after

July 1, 1978 and that the total of $72,290.04 be added to the budget for 1978/1979. Motion carried.

Audit for Fiscal Year 1977/1978. The President reviewed the State Tax Commissioner's directives concerning the appointment of private auditors by the State Tax Commissioner to conduct post-audits of all non-tax levying funds. The Library Director submitted the names of four certified public accounting firms and four registered public accounting firms. They are listed in alphabetical order as follows:

Certified Public Accounting Firms

Arnett and Foster
Ernst and Ernst
Howell and Paterno
Hurdman and Cranstoun

Registered Public Accountants

Edward L. Bibbee
Clendenin and Clendenin
Rice and Rice, Inc.
Rollins, Cleavenger and Rollins

Following discussion, it was moved by Mr. Snyder, seconded by Mrs. Brown that the names as submitted be approved and that the Library Director be authorized to forward the information to the State Tax Commissioner regarding post-auditing which is for the period ending June 30, 1978. Motion carried.

Information on Investments. Mr. Stern reported that questions were raised at the September, 1978 Library Board meeting concerning security of Certificate of Deposit investments made by Kanawha County Public Library. Subsequently, information was secured and his letter of September 11, 1978 was sent to Mr. Jacobson and all members of the Library Board. It reads as follows:

"September 11, 1978

"Mr. Bernard H. Jacobson
1220 One Valley Square
Charleston, West Virginia 25301

"Dear Mr. Jacobson:

"In response to the questions you raised at the September 6, 1978 Library Board Meeting about the Library's short-term investments in Certificates of Deposit issued by commercial banks, I have obtained the following information from Dr. Paul D. Rothrock, Associate Superintendent, Division of Finance, Kanawha County Schools:

1. All Certificates of Deposit purchased from commercial banks by the Kanawha County Board of Education, including those purchased for us at our request, are secured either by a surety bond issued by a private bonding agency or, more usually, by collateralizing the Certificate with obligations issued by the U. S. Government. Therefore, there is no risk to Kanawha County Public Library when it invests in Certificates of Deposit.

2. Of the twenty-one (21) commercial banks in Kanawha County, twelve (12) regularly bid on these short-term Certificates. Invitations to bid have been frequently issued to all banks in the County. Obviously, some banks have chosen not to bid. Certificates are purchased from the bank offering the highest yield.

"We will raise your other question - about the individual and collective liability of Library Board members for Library financial decisions approved by them - with Mr. John L. Ray and/or Mr. Jack Bowman.

"Please telephone me for any further information or discussion.

"Sincerely yours,

/s/ Joel Stern
Joel Stern
Assistant Director

"JS:vb

"cc: Library Board of Directors
Dr. Paul D. Rothrock"

Purchase of Xerox Copier. Mr. Stern, with the concurrence of the Library Director, recommended that the Library enter into a five-year lease-purchase agreement with the Xerox Corporation for the Xerox 4000 Copier now being rented, on a month-to-month basis, for $290 per month. Mr. Stern reported that the monthly lease-purchase payments (including carrying charges at 6 1/2% interest) plus the monthly maintenance contract payments will total about $250 per month, being about $40 less than the current monthly rental payment.

After discussion, upon motion by Mrs. Smith, seconded by Dr. Riggleman, it was unanimously

> RESOLVED, That the Library Assistant Director is hereby authorized to enter into a lease-purchase agreement with the Xerox Corporation for one Xerox 4000 Copier at a cost of $7,658, to be paid by an initial payment of $765.80 plus sixty monthly payments of $134.85.

Community Service Committee.

Marmet Outpost and Sissonville Instant Library Project. Mrs. Smith, Committee Member, reported for the Chairman who was unable to attend this meeting. Mrs. Smith said that the Community Service Committee met on Wednesday, September 13, 1978 at 4:00 p.m. in the Library Board Room to consider the Marmet Outpost and Sissonville Instant Library Projects.

Members Present	Also Present
Mr. Bowman	Mr. Ray
Mr. Fisher	Mrs. Shepherd (Sissonville)
Mrs. Myerly	Mr. Stern
Mrs. Smith	Mr. Winowich

Proposed drafts of Marmet and Sissonville agreements were submitted to the committee members present at that meeting. Several changes were recommended. Copies of the two drafts, as amended, were then distributed

to Library Board members present. Additional changes were made. After discussion, it was agreed that the drafts as amended and revised be sent to Community Service Committee members for consideration and approval, after which, the Community Service Committee will submit its final report to the Library Board at the regularly scheduled meeting of November 8, 1978.

Deed - Sissonville Instant Library Site. Mrs. Smith reported that a deed from The Board of Education of the County of Kanawha to Kanawha County Public Library conveying 20,000 square feet on U. S. Route 21 adjacent to Flinn Elementary School for the purpose of establishing thereon the Sissonville Instant Branch Library was received. Following discussion, upon motion of Mrs. Smith, seconded by Mr. Ray, it was moved that the deed be recorded. Motion carried.

UNFINISHED BUSINESS

Public Service Commission Hearing. The Library Director reported that a Public Service Commission hearing was held on Friday morning, September 8, 1978 for the purpose of securing an electric school service rate contested by Appalachian Power Company. Kanawha County Public Library was represented by its attorney, Mr. T. D. Kaufelt; Mrs. Charlene Byrd, Executive Assistant for Management and Administration, Kanawha County Schools, representing Mr. Robert Kittle, Superintendent; and Nicholas Winowich, Library Director. The session lasted about 1 1/2 hours. Two previous and similar hearings, Jackson County and Hampshire County, were successful. Although no decision has been made, as of this date, we remain cautiously optimistic.

Governor's Conference on Libraries and West Virginia Library Association Annual Conference. The President announced that Kanawha County Public Library was in receipt of a West Virginia Library Commission memorandum of September 7, 1978 which granted $75.00 to each legally constituted Library Board of Directors for the purpose of encouraging their attendance at the annual conference. Grant eligibles, he said, are: Kanawha County Public Library, Clendenin, Dunbar, Nitro and South Charleston. Mr. Springer suggested that Mr. Bowman, who also serves as Chairman, Trustee Section, West Virginia Library Association, and a member of this Library Board, be authorized to receive a grant of $37.50 which will pay the registration fee ($15.00), banquet ticket ($13.50) and other conference expenses ($9.00).

The President also recommended that full-time staff librarians be encouraged to attend and that the Library Board authorize payments for registration fee ($15.00) and banquet ticket ($13.50). After discussion, upon motion of Mr. Snyder, seconded by Dr. Bannerot, it was unanimously

> RESOLVED, That the Library Board pay the registration fee and banquet ticket of all full time staff librarians who attend the annual conference of the West Virginia Library Association which is scheduled to be held in Charleston on October 12-14, 1978 at a cost not to exceed $655.00.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 256 ($10,751.48) and General Bills List No. 256 ($15,656.87) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills

be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 255 ($1,536.42) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the said list be paid.

Potpourri. Mr. Springer said that regrets were received from Mr. Bowman and Mr. Kuhns who planned to attend this meeting; but, because of last minute conflicts, they had to be elsewhere.

There being no further business, the meeting on motion adjourned.

Ronald F. Springer
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 8, 1978

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 8, 1978 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mr. Bowman
Mrs. Brown
Mr. Jacobson
Mr. Kuhns
Mrs. Myerly
Mr. Ray
Mrs. Smith
Mrs. Tompkins
Dr. Wallace

Also present was Mr. Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the October 4, 1978 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of the following letter which reads as follows:

"October 10, 1978

AUDITOR APPOINTMENT CERTIFICATE

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"Pursuant to authority granted by Section 7, Article 9, Chapter 6, 1931 Code of West Virginia, as amended, Arnett and Foster is hereby

appointed to conduct the post-audit of Kanawha County Public Library for the period(s) ending June 30, 1978.

"This office must receive the first copy of such audit report. If such report discloses misfeasance, malfeasance, or nonfeasance, two additional copies must be forwarded, making three copies necessary for the use of this office.

"Very truly yours,

/s/ John R. Melton
John R. Melton
Director
Local Government
Relations Division

"JRM/mpb"

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October, 1978. Included were the following:

1. Kanawha County Public Library is a participant in several Cooperative Purchasing efforts made possible by the following levying authorities: State of West Virginia, Kanawha County Schools, Kanawha County Commission and City of Charleston. Most purchases of office supplies, gasoline and custodial materials are submitted through agencies listed above and sometimes they are "piggy backed" directly through vendor. The purpose of the program is to stretch and save the dollar.

   Some examples are:

   a) Gasoline - Forty-nine cents instead of pump price
   b) Fluorescent tubes - Forty-nine cents instead of $1.19
   c) Custodial supplies - Substantial discounts
   d) Paper products - Substantial discounts
   e) Office supplies - Substantial discounts

2. The Library will reserve one free parking space for visually and physically handicapped readers as follows:

   Monday through Friday - 5:30 p.m. to 9:00 p.m.
   Saturdays - 9:00 a.m. to 5:00 p.m.
   Sundays (when open) - 1:00 p.m. to 5:00 p.m.

3. The Library's promotional KRT poster was exhibited. The poster was designed by staff and printed by West Virginia Library Commission. The posters were expected to be installed in each of the 54 buses before Thanksgiving.

4. A Mystery Reading List, prepared by Children's Services, Kanawha County Public Library, was distributed to members present.

5. Staff pledged a total of $580.00 to the United Way.

6. Delivery of the 1979 Chevrolet Chassis from the factory to Gerstenslager in Wooster, Ohio, has been delayed because of parts and shipping problems.

Reports of Committees.

Budget Committee. Mr. Stern reported that interest earned on Certificates of Deposit, for the first four months of the current year, from July 1, 1978 through October 31, 1978, totaled about $5,600.00; of which $3,810.25 was received. Included is an estimated $1,800.00 earned on the Municipal Bond Commission account, recently terminated, but not yet received. He estimated that the year's total interest income on Certificate of Deposit investments is expected to be somewhere between $17,500.00 and $22,500.00. This compares to the $10,910.00 interest income earned in 1977/1978.

Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30 day Certificate of Deposit for $100,000.00 purchased from National Bank of Commerce at 8.55% interest and due November 20, 1978 and one 30 day Certificate of Deposit for $200,000.00 purchased from South Hills Bank at 9.02% interest and due November 27, 1978. Upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to re-invest the 30 day Certificate of Deposit in the amount of $100,000.00 which is due November 20, 1978; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $200,000.00 which is due November 27, 1978 and to deposit this amount plus interest in the Public Library account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit in the amount of $220,000.00 on November 27, 1978.

Motion carried.

Budget Planning for Fiscal Year 1979/1980. Dr. Wallace, Chairman, reported that the President and he met with the Library Director and Assistant Director to discuss guidelines concerning the proposed budget for fiscal year 1979/1980. The preliminary document is in process of being developed for consideration by the committee.

Community Service Committee. Mr. Bowman, Chairman, reported that the Community Service Committee met on Wednesday, November 8, 1978 at 3:00 p.m. in the Library Board Room to consider the proposed agreements with Marmet and Sissonville. Persons attending:

Members Present	Library Board Members Present
Mr. Bowman, Chairman	Mr. Ray
Mrs. Myerly	Mr. Springer, President
Mr. Smith	
Dr. Wallace	

Also present were Mr. Stern and Mr. Winowich.

Proposed drafts, Mr. Bowman said, were submitted to the members present. There was discussion. Several changes were recommended and adopted. Copies of revised drafts were then distributed to Library Board members present.

After discussion, upon motion of Mr. Bowman, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Library Board accept the Agreement between SISSONVILLE LIBRARY AND CULTURAL ASSOCIATION, INC., and KANAWHA COUNTY PUBLIC LIBRARY as presented and modified, and

RESOLVED FURTHER, That the President be and is hereby authorized to sign all documents pertaining to Sissonville Instant Library project.

Motion carried.

The Agreement reads as follows:

AGREEMENT

THIS AGREEMENT, made this 8th day of November, 1978 by and between KANAWHA COUNTY PUBLIC LIBRARY, a corporation, hereinafter called "Kanawha", and SISSONVILLE LIBRARY AND CULTURAL ASSOCIATION, INC., hereinafter called, "Sissonville";

WHEREAS, Kanawha has purchased land from The Board of Education of the County of Kanawha for the purpose of constructing a public library facility in Sissonville;

WHEREAS, Kanawha, in conjunction with Sissonville, has arranged with the Kanawha County Commission, and the said commission, has agreed, to grant to Kanawha the sum of $80,500 for site preparation, building construction, equipment, furniture and fixtures, and operating expenses;

WHEREAS, Kanawha has arranged with the West Virginia Library Commission, and the said Commission has agreed to grant to Kanawha one Instant Library Building for installation in Sissonville;

WHEREAS, Kanawha is willing to operate a branch library in said building upon the conditions set forth hereinbelow;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the premises set forth above, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, Kanawha and Sissonville mutually convenant and agree as follows:

1. When the Library building is ready for use and occupancy, Kanawha will operate the branch and provide a basic collection of library materials, including but not limited to

the following: adult and juvenile books, reference books, newspapers, magazines, phonograph records and such other services as are provided by Kanawha County Public Library through its Extension Department.

2. Title to all property, real and personal, will be in the name of Kanawha, other than such property which from time to time may be purchased by Sissonville, and lent or assigned to Kanawha.

3. Sissonville will contribute, and/or cause to be contributed, to Kanawha, for use in operating a branch library in Sissonville, a sum equal to 10% of the annual operating budget of such library each year for 10 years, from and after the date of this agreement. After the expiration of such period, the contribution of Sissonville shall be as mutually agreed upon by the parties hereto. Kanawha may, at its option, terminate the operation of a branch library in Sissonville at any time if Sissonville fails to contribute as specified above.

4. In the event the Sissonville Library ceases to operate, the building and its contents will be removed from the site by Kanawha, and the land deeded back to the Board of Education of the County of Kanawha as required by deed.

5. Sissonville will appoint an Advisory Library Board of five members.

6. Kanawha will have the full official authority and responsibility for the operation of the library, including the employment of personnel. However, Sissonville shall be afforded the opportunity to make recommendations on all aspects of operations, including the employment of personnel.

7. Sissonville and Kanawha agree that the Library will function to serve all residents of Kanawha County including residents of Sissonville and its adjacent areas.

8. Kanawha will purchase and install suitable furniture and equipment.

IN WITNESS WHEREOF, the parties hereto have caused their corporate names to be signed by their respective officers thereunto duly authorized, all as of the day and year first above written. Executed in duplicate.

KANAWHA COUNTY PUBLIC LIBRARY

/s/ By Donald F. Springer
Its President

SISSONVILLE LIBRARY AND CULTURAL ASSOCIATION, INC.

/s/ By Sally Shepherd
Its President

Mr. Bowman reviewed the Marmet Outpost Library Project and distributed copies of correspondence between Curtis W. Sutphin, Mayor, Town of Marmet, and, C. N. Murphy, Manager, Field Services, Chessie System. In summary, areas of consideration included: rental, taxes, special assessments, lease arrangement and cancellation. Additionally, Marmet agreed that it would support the operation and maintenance budgets of the Marmet Outpost Library by 10% and that Marmet would pay all installation charges. There was discussion. Afterwards, upon motion of Mr. Bowman, seconded by Mrs. Smith, it was unanimously

RESOLVED, That, the agreement with Marmet be approved as modified subject to the Town of Marmet and the Chessie System settling the question of a lease on the proposed property to the satisfaction of Kanawha County Public Library; and,

RESOLVED FURTHER, That, Marmet agree to pay all costs of moving the Outpost Library to another site if the lease on the present site should be terminated; and,

BE IT FURTHER RESOLVED, That, the agreement with Kanawha was subject to any changes that might become necessary after the agreement between Marmet and Chessie is completed.

Motion carried.

The Marmet agreement reads as follows:

A G R E E M E N T

THIS AGREEMENT, made this ____ day of November, 1978 by and between KANAWHA COUNTY PUBLIC LIBRARY, a corporation, hereinafter called "Kanawha", and the CITY OF MARMET, a municipal corporation, West Virginia, hereinafter called "Marmet";

WHEREAS, Marmet intends to lease from the Chesapeake and Ohio Railway Co., certain real estate in the City of Marmet, West Virginia and to erect thereon a building to be furnished to Kanawha by the West Virginia Library Commission;

WHEREAS, Kanawha is willing to operate a branch library in said building upon the conditions set forth hereinbelow;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the premises set forth above, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, Kanawha and Marmet mutually covenant and agree as follows:

1. Marmet shall, at its cost and expense, lease from the Chesapeake and Ohio Railway Co. a tract of land containing approximately 0.482 acres in the City of Marmet, West Virginia on which a building for branch library purposes will be erected. Marmet shall pay all rentals, taxes, assessments and other charges required to be paid by it as lessee under said lease.

2. Kanawha will secure from the West Virginia Library Commission one Outpost Library Building.

3. Marmet shall, at its cost and expense, furnish all of the material and labor necessary for the completion of a foundation and all electric, water, telephone and sewer services and connections for the library building.

4. Kanawha will purchase suitable furniture and equipment for the branch library and cause the same to be installed in the building. All furniture and equipment furnished by Kanawha will be and remain the property of Kanawha. If any furniture and equipment is purchased by Marmet and used in the branch library, it will be and remain the property of Marmet.

5. When the library building is ready for occupancy, Kanawha will operate a branch library there and provide a basic collection of library materials, including adult and juvenile books, reference books, newspapers, magazines, phonograph records and such other services as are provided by Kanawha through its Extension Department.

6. In addition to the payment of rents, taxes and other charges under the lease with Chesapeake and Ohio Railway Co., Marmet will contribute, and/or cause to be contributed, to Kanawha, for use in operating the branch library in Marmet, a sum equal to 10% of the annual operating budget of such library each year for 10 years from and after the date of this agreement. After the expiration of such period, the contribution of Marmet shall be as mutually agreed upon by the parties hereto. Kanawha may, at its option, terminate the operation of a branch library in Marmet at any time if Marmet fails to make the contribution to Kanawha or to pay rent, taxes and other charges as set forth above.

7. If Kanawha shall cease to operate a branch library in Marmet, or if the lease on which the library building is located shall be terminated, then in either such event, Kanawha may, at its option, remove the Library building and all of its furniture, equipment, books and other material from the tract of land leased to Marmet by the Chesapeake and Ohio Railway Co.

8. Marmet will appoint an advisory Library Board of five members.

9. Kanawha will have the full official authority and responsibility for the operation of the branch library, including the employment of personnel. However, Marmet shall be afforded the opportunity to make recommendation on all aspects of operations, including the employment of personnel.

10. Marmet and Kanawha agree that the branch library will function to serve all residents of Kanawha County including the residents of Marmet and its adjacent areas.

IN WITNESS WHEREOF, the parties hereto have caused their corporate names to be signed by their respective officers thereunto duly authorized, all as of the day and year first above written. Executed in duplicate.

KANAWHA COUNTY PUBLIC LIBRARY

By_____
Its President

CITY OF MARMET

By_____
Its Mayor

Insurance Committee. Mr. Kuhns, Chairman, reported that the Library's comprehensive insurance policy was scheduled to expire on January 11, 1979. He cited various replacement costs of buildings, valuable papers, sculpture, shelving, furniture and fixtures which totaled nearly $9,123,000.00. Insurance premiums paid in 1977/1978 totaled $8,954.00. The committee would meet, he said, to consider specifications for the purpose of inviting bids.

Book Committee. The President reported that the Library's statement on the "Policies for the Selection of Books and Related Library Materials" was reviewed by the Library Board in January, 1959 and again in December, 1974.

He suggested that the Book Committee meet with members of the staff for the purpose of re-evaluating the present document and to consider any changes.

Building and Grounds Committee. In the absence of Mr. Smith, Chairman, the Library Director reported on the proposed Capitol Street concrete Paving Stone Project in which neighbors of the Library were interested. After discussion, it was ordered that the matter be referred to the Building and Grounds Committee for study and recommendation.

The President reported that there were occasions when individuals and/or organizations sought permission to use library meeting rooms for political purposes. The rules and regulations for the main library and branches, he stated, prohibited such activity. There was discussion. Afterwards, it was ruled that the matter be referred to the Building and Grounds Committee for study and recommendation.

NEW BUSINESS

Professional Library Membership. The President announced that Kanawha County Public Library would pay membership dues in the American Library Association and American Library Trustees Association for members of the Library Board of Directors. This, he said, was consistent with previous practices.

Association College and Research Libraries. The President reported that a conference sponsored by the Association of College and Research Libraries would be held on November 8-10, 1978 in Boston, Massachusetts. He asked for authorization to send Miss Jo Ellen Flagg, Chief, Extension Librarian. After discussion, and upon motion by Dr. Wallace, and seconded by Mr. Bowman, it was

RESOLVED, That the expenses of Jo Ellen Flagg not to exceed $200.00 be paid for attendance at the Association of College and Research Libraries Annual Conference.

Motion carried.

Seminar on Computers and Libraries. The President also reported that a seminar on "Computers and Libraries," would be held on December 1-2, 1978 in Washington, D. C. He asked for authorization to send Joel Stern, Assistant Director, and upon motion by Mr. Kuhns, and seconded by Mr. Bowman, it was

RESOLVED, That the expenses of Joel Stern not to exceed $308.00 be paid for attendance at the seminar on Computers and Libraries.

Motion carried.

Governor's Conference. The Library Director reported that copies of the "Delegate Report on The Governor's Conference on Libraries in Conjunction with the West Virginia Library Association and the West Virginia Library Commission," as prepared by Mrs. Pauline Tompkins, Delegate and Library Board Member, and Miss Adele Facinoli, Member, Glasgow Library Board, were mailed to the members of the Library Board prior to the Library Board Meeting. He verbalized some of the highlights. Comments and discussion followed.

Children's Librarian, St. Albans Branch. The Director reported that he and members of the staff had interviewed several applicants for the position of Children's Librarian, St. Albans Branch. He submitted the application of Miss Joellen Risacher. He presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Dr. Wallace, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That Miss Joellen Risacher be appointed Children's Librarian, St. Albans Branch, effective November 15, 1978 at an annual salary of $10,680.00.

Motion carried.

West Virginia Library Association Annual Conference, October 12-14, 1978. The President reported that a registration fee of $15.00 was paid by Kanawha County Public Library for each of its 18 librarians who attended the conference. Additionally, he said, Kanawha County Public Library paid a banquet fee of $13.50 for each of its 14 librarians who attended the conference. The authorized expenditure totaled $459.00.

Approval of Bills. The Library Director submitted Book Bills List No. 257 ($19,020.95) and General Bills List No. 257 ($16,617.22) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Jacobson, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 256 ($539.95) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 6, 1978

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on December 6, 1978 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mrs. Brown
Mr. Fisher
Dr. Harper
Mr. Ray
Mrs. Smith
Dr. Wallace

Also present was Mr. Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the November 8, 1978 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of November, 1978. Included were the following:

1. As a part of the library's insurance program, some of its materials are rare and valuable and are appropriately insured. Several specific volumes were identified and exhibited to the members present:

    a) A copy of Aristophanes, illustrated by Picasso. The book carries an original signature and is insured for $1,500.00.

b) Christian Panoply is the first book published in what is now West Virginia; Sheperdstown, Virginia, 1797. It carries an insurance value of $500.00.

c) Chronicles of Border Warfare by Withers is a history of Western Virginia, its settlement and Indian affairs. The 1831 edition is insured for $500.00.

2. The Library's principal book vendor, The Baker & Taylor Co., has been persuaded to accept telephone orders, via their Watts Line connection, for the purpose of speeding-up acquisitions and eliminating typing of orders addressed to Baker & Taylor. Simultaneously, their computer will work for us in the preparation of invoicing which will be programmed to separate ordering agencies (Children's, Circulation, Extension and Reference Departments and branches) as well as prepare expenditure records of each agency arranged by fiction and non-fiction categories. All of this is designed to save work and time, allow for better service and to make books shelf-ready at least as soon as books are made available to bookstores.

3. Plans and specifications for a book detection system are in process of being developed by Mr. Stern and his committee. You will recall that a Special Grant of $16,100.00 was approved by the West Virginia Library Commission; the funds of which have been received by us.

4. A special committee of librarians (Helen Lind Thomas, Steve Crowley and Tom Wrenn) are preparing book selection up dates and recommendations for consideration by the Book Committee. It is expected that a series of meetings will be held in January, 1979 for the purpose of preparing a final draft.

5. Congressman Slack, upon our request, informed Kanawha County Public Library that a decision by the Office of the Solicitor of Labor concerning the status of public libraries under the Fair Labor Standards Act has not been determined. This institution, in August, 1977, asked that exemption allowances created for states, municipalities, county courts and boards of education, be extended to Kanawha County Public Library. At the moment and for a time afterwards, we were the only library in the United States seeking such a consideration.

Reports of Committees.

Budget Committee.

Budget Planning for Fiscal Year 1979/1980. Dr. Wallace, Chairman, reported that the President and he met with the Library Director and Assistant

Director to discuss guidelines for the 1979/1980 fiscal year budget. He stated that pay scales, salary increases and compliance with President Carter's 7% directive were some topics of conversation. Dr. Wallace announced that the Budget Committee would receive a document draft in January, 1979 and is expected to complete its work for presentation to the Library Board at its February, 1979 meeting. There was discussion afterwards.

Grant-In-Aid Funds. Dr. Wallace reported that the Library Director was in receipt of a November 17, 1978 letter from Frederic Glazer, Director, West Virginia Library Commission, stating that Kanawha County Public Library would receive an additional grant of 15 cents per capita (from $1.10/$234,500 to $1.35/$287,796). There was discussion. Afterwards, it was agreed that the matter be referred to the Special Resources Committee (Mr. Fisher, Chairman, Dr. Bannerot and Mrs. Myerly).

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30 day Certificate of Deposit for $100,000.00 purchased from National Bank of Commerce at 9.30% interest and due December 21, 1978 and one 30 day Certificate of Deposit for $220,000.00 purchased from the Community Banking and Savings Company in Dunbar at 9.61% interest and due December 27, 1978. Upon motion by Dr. Wallace, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $100,000.00 which is due December 21, 1978; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit in the amount of $180,000.00 on December 21, 1978; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $220,000.00 which is due December 27, 1978 and to deposit this amount plus interest in the Public Library account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit in the amount of $210,000.00 on December 27, 1978.

Motion carried.

Insurance Committee. In the absence of Mr. Kuhns, Chairman, who was unable to attend the Library Board meeting, the Library Director reported that the Insurance Committee met on November 27, 1978 to discuss the Library's Comprehensive Insurance Program with its insurance advisors. Those in attendance were:

Mr. Kuhns	Mr. Stogden, Patterson, Bell & Crane
Mr. Ray	
Mr. Winowich	Mr. Wilkerson, Commercial Insurance Service
Mr. Stern	

Mr. Gallaher, DeVan-Gallaher, Inc., was unable to attend. The following was agreed:

1. Re-evaluate the Library's Comprehensive Insurance Program.
2. Prepare specifications
3. Solicit bids
4. Consider purchase of Directors' and Officers' Coverage

It was expected, Mr. Winowich said, that the Committee would present its recommendations to the Library Board at its January, 1979 meeting. Discussion followed.

Community Service Committee.

Sissonville Instant Library. Mr. Fisher gave a progress report on the Sissonville Instant Library project and invited Library Board members to a

special ground breaking ceremony scheduled to be held on Saturday, December 2, 1978.

Sissonville Instant Library Agreement between Kanawha County Public Library and West Virginia Library Commission. Mr. Springer reported that it was necessary for Kanawha County Public Library to enter into an agreement with West Virginia Library Commission regarding an instant library installation in Sissonville. A review of the agreement was made by Mr. Springer. A discussion followed. Afterwards upon motion by Mr. Fisher, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That the President of the Library Board be and is hereby authorized to sign an Instant Library Agreement between Kanawha County Public Library and West Virginia Library Commission.

Motion carried.

Marmet-Outpost Library Project. The Library Director gave a progress report on the Marmet Outpost Library Project. He announced that Mr. Angus Peyton, working on behalf of Kanawha County Public Library and with the approval of Mayor Sutphin, invited Mr. Ronald W. Donnem, Senior Vice President, Chessie System to "expedite matters" regarding Chessie System property and library site. There was discussion afterwards.

American Library Association Midwinter Meeting. The Library Director reported that Miss Jo Ellen Flagg and Mr. Stephen Crowley would be participating in the American Library Association Midwinter Conference which would be held on January 7-12, 1979 in Washington, D. C. He asked authorization to send Miss Flagg and Mr. Crowley to the Conference. After discussion, and upon motion by Mrs. Smith, seconded by Dr. Harper, it was unanimously

> RESOLVED, That the Library Director and two staff members be authorized to attend the American Library Association Midwinter Conference to be held in Washington, D.C. January 7-12, 1979 and that their expenses not exceed $900.00.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 258 ($17,119.34) and General Bills List No. 258 ($11,631.07) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mrs. Anderson, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 257 ($220.99) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Ronald N. Spurgeon
President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 10, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 10, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mr. Bowman
Mr. Fisher
Mr. Kuhns
Dr. Riggleman
Mrs. Smith
Mr. Smith
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

Mr. Springer, President, presided. Mr. Winowich, Library Director, was not present. In the absence of the Library Director, Miss Ammar served as Secretary.

The Acting Secretary reported that a quorum was present.

The minutes of the December 6, 1978 meeting were approved.

Correspondence. The Assistant Director reported that the Public Service Commission of West Virginia, by order of December 14, 1978, in Case No. 9388, ruled that Kanawha County Public Library would be charged for electric service under Appalachian Power Company's School Service Tariff (Tariff SS). The annual savings, he said, would total approximately $6,600 annually. The decision reads as follows:

PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA at the Capitol in the City of Charleston on the 14th day of December, 1978.

CASE NO. 9388

KANAWHA COUNTY PUBLIC LIBRARY,
a corporation,

Complainant,

vs.

APPALACHIAN POWER COMPANY,
a corporation,

Defendant.

PROCEDURE

This case came on for hearing on this 14th day of December, 1978, upon the filing of a formal complaint by the Kanawha County Public Library, complainant, against Appalachian Power Company, defendant; upon the filing of an answer to said complaint by the defendant; upon the appearance of T. D. Kauffelt, Attorney at Law, counsel for the complainant; upon the appearance of Charles McElwee, Attorney at Law, counsel for the defendant; upon the appearances of Nicholas Winowich and Charlene Byrd, witnesses on behalf of the complainants; upon the appearance of Ronald H. Hively, witness on behalf of the defendant; upon the submission of written briefs on behalf of both parties to said complaint; and upon the evidence adduced at a hearing held herein on September 8, 1978.

EVIDENCE

On June 23, 1978, the Kanawha County Public Library (Library), by counsel, filed a petition seeking to require Appalachian Power Company (APCO or Company) to charge the library for electric service under APCO's School Service Tariff (Tariff SS).

The Kanawha County Public Library receives its funding through appropriations by the Kanawha County Board of Education, the Kanawha County Commission and the City of Charleston, pursuant to its creation by Chapter 178 of the Acts of the Legislature, Regular Session, 1957. This Act further provides for the election of the library's Board of Directors by the Board of Education. The Board of Education acts as the library's fiscal agent. (Transcript, p. 10). Although the Board of Education shares in the library's operating expenses, it makes no

contribution to the library's capital improvement fund. (Transcript, p. 18). Library employees are considered employees of the Board of Education for purposes of Workmen's Compensation Fund, State Teacher's Retirement and Social Security. (Transcript, p. 12).

The main library in the county system is located at Capitol and Quarrier Streets in Charleston, Kanawha County. Five branch libraries are located throughout the county and two additional branches are in the planning stage. (Transcript, p. 12).

The library furnishes book collections to approximately seventy-one public schools in Kanawha County. (Transcript, p. 14). Book mobile services are provided at schools and other locations throughout the county. (Transcript, p. 15). Junior and senior high school students and college students use the library periodical collection to prepare classroom assignments. (Transcript, p. 16). The entire library system contains approximately 428,000 volumes. One-third of this number consists of juvenile reading material. (Transcript, p. 19). Approximately seventy percent (70%) of its circulations are made to juvenile card holders. (Transcript, p. 20). The library conducts in-service training and seminars for librarians and teachers employed in the Kanawha County public school system. (Transcript, p. 20).

Main library hours are from 9:00 a.m. to 9:00 p.m., Monday through Friday. On Saturday the main branch closes at 5:30 p.m. Special Sunday hours are provided in the main library and the St. Albans branch from 1:00 p.m. to 5:00 p.m. (Transcript, p. 22). Hours of operation vary in the branch libraries, with the most common hours of operation being from 9:00 a.m. to 5:30 p.m., Monday through Saturday.

According to Charlene Byrd, Executive Assistant to the Superintendent of Kanawha County Public Schools, the county library facilities are an important adjunct to the county school system. Testifying on behalf of the complainant, Ms. Byrd stated that standing alone the public school libraries were inadequate to meet students' needs. (Transcript, p. 28).

The complainant is presently served by APCO under its small general service tariff. Should APCO be ordered to serve the complainant under Tariff SS, the library would realize annual savings of about $6,600. (Defendant's Exhibit No. 2; Transcript, p. 32). As requested by the Hearing Examiner, the defendant submitted post-hearing exhibits which show load curves for the main branch of the library and for South Charleston High School. These load curves represent a single day in September, 1978. The data they represent was obtained from demand meters installed in the respective locations. (Defendant's Exhibit No. 3). This exhibit further shows internal load curves for the defendant and the typical small general service load curve on the peak winter and summer days of 1977 and on a randomly selected day.

The evidence adduced in this case indicates that Tariff SS became effective for the defendant's qualifying West Virginia customers on

November 1, 1966. This tariff remains in effect at the present time. By the language contained in Tariff SS through August 27, 1975, its special rates were made available to "all primary and secondary schools and college and university buildings for which the entire electrical requirements are furnished by the Company". (Defendant's Exhibit No. 1, p. 2). In APCO's tariff filing, which became effective under bond on August 28, 1975, it omitted the aforementioned language and substituted the following terms of applicability:

> "This schedule is in the process of elimination and is withdrawn except for present installations of customers receiving service hereunder at premises served prior to August 28, 1975. This schedule will terminate August 27, 1979, and any customers still receiving service hereunder at the time of termination will be assigned to the appropropriate schedule then on file with the West Virginia Public Service Commission." (Defendant's Exhibit No. 1, p. 3).

However, in its order of May 6, 1977, in Case No. 8182, the Commission disallowed the proposed phase out of Tariff SS and stated:

> "We find that the churches and schools are distinctive institutions dissimilar in character from the residential, commercial and industrial institutions in several ways that have relevance to utility service and pricing with reference to load characteristics, economics, philosophy of pricing, and societal context."

Although the defendant continues to believe that Tariff SS should be eliminated, it did not so request the Commission in its latest rate case. (Defendant's Exhibit No. 1, p. 4). According to Ronald H. Hively, Director of Rates and Contracts for APCO, this tariff schedule was offered at a time of stable inflation when each successive generating unit of electrical power could be built cheaper than the preceding one, and when each new facility cost less to build and operate than the preceding unit. (Defendant's Exhibit No. 1, p. 4). As a result, the Company offered this tariff schedule along with other promotional rates to encourage electricity consumption so that everyone could benefit from economies of scale. (Defendant's Exhibit No. 1, p. 4). Prior to the implementation of this promotional program, the Company had installed electrical appliances in the Home Economics Departments of several secondary schools. It was anticipated that this offering would further indoctrinate teachers and students to the application of electricity for heating as well as for cooking and laundering. (Defendant's Exhibit No. 1, p. 6). As evidence of the promotional effect of Tariff SS, the defendant offered the results of an EBASCO Study, introduced in Case No. 9091, which indicated a higher growth (2-1) in the rate of return from the small general service tariff than from Tariff SS in 1977. (Defendant's Exhibit No. 1, p. 9).

According to Hively, "the reasons for the schedule's introduction no longer exist and indeed there are compelling public interest reasons why the schedule should be eliminated." (Defendant's Exhibit No. 1, p. 6). The evidence is undisputed that, since the highly inflationary early 1970's, the costs associated with producing additional units of electrical energy have not been offset by the economies of scale attributable to technology. Thus, the defendant concluded, neither its interest nor the public interest would be furthered by the continuation of Tariff SS. (Defendant's Exhibit No. 1, p. 7).

Mr. Hively further testified that Tariff SS was never intended to apply to public libraries. (Defendant's Exhibit No. 1, p. 7).

ISSUE

The issue presented by this case, as correctly framed by both parties hereto, is whether the defendant, Appalachian Power Company, should be ordered by the Commission to provide electric service to the complainant, Kanawha County Public Library, under its School Service Tariff (Tariff SS)?

DISCUSSION

Most of the facts in evidence in this case are undisputed. The Kanawha County Public Library serves as an important educational adjunct to the public school system, and it furnishes commendable educational resources and services to both youth and adult populations of Kanawha County. Its close relationship to the Kanawha County Board of Education is evidenced by the method of management of its fiscal affairs and personnel.

Although the defendant concurs with the complainant in its statement of the issue in this case, the thrust of APCO's brief is an attack on the application of Tariff SS to any of its customers. The Commission last passed on this more general issue in Case No. 8182, supra, in which it disallowed the phase out of Tariff SS. Then, in Case No. 8483, County Commission of Jackson County and the Jackson County Public Library Board of Trustees v. Appalachian Power Company, the Commission granted Jackson County Library's request and ordered APCO to provide service to it under Tariff SS. (May 24, 1977). Therein the Commission stated:

> "In consideration of this complaint, we are constrained not to consider this alone a matter of electric rate formation for a particular customer class. In addition, the broader societal context of the provisions of the School Service Tariff to schools and universities must be distinguished in their activities from that of libraries, if possible for Appalachian to prevail. This, we think Appalachian has failed to do. We are unable to distinguish from the evidence the operations of the Jackson County Libraries from that of other schools and

> universities in this area, either as to distinctive electric load characteristics or as to the public purpose of such institutions. The complainant, Jackson County, has meanwhile established substantial evidence as to the educational efforts, at all age levels, as an integral and parallel support to schools and universities of this state." (Order in Case No. 8483, pages 6-7).

The complainant argues that this language provides a rule for the proper disposition of the instant case. (Complainant's Brief, p. 5). However, despite findings by the Commission in Case No. 8483 indicating that the Jackson County Public Library created a substantially similar effect on electric demand requirement as did public schools, this case must rise or fall on its own evidence. In this regard it should be observed that again the evidence reveals no significant differences between the load curve of the library and that of the school on the test day.

The Commission recently spoke to certain issues raised by a School Service Schedule in Wheeling Electric Company's last general rate case, (P.S.C. Case No. 8907, Order of October 17, 1978). There the Commission allowed Wheeling Electric to gradually eliminate its School Service Schedule for reasons similar to those raised by the defendant in the instant case. The Commission stated therein:

> "There is no doubt that the structure of rates set in this proceeding will influence the manner in which electricity is consumed in the Company's service territory. The rates involved here were introduced in the early 1960's and served the purpose of encouraging the development of electric service. At the present time, however, both generating capacity and fuel are scarce resources, and we cannot afford electric utility rate structures which do not encourage efficient use of these scarce resources. Therefore, we will allow the immediate elimination of the water heater rate and the gradual elimination of electric heating general and school service schedules. There is evidence on the record to indicate that these various rates are discriminatory, not cost-justified and promote the wasteful use of electricity." (Order of October 17, 1978, pages 16-17).

The Commission reiterates that we can ill afford the inefficient use of electric energy. However, unlike the evidence of record in Case No. 8907, the record in the instant case reveals no substantial evidence that Tariff SS promotes the inefficient use of scarce resources; and instead of attempting to distinguish this factual situation from that in Case No. 8483, APCO relies on an argument of policy as to why Tariff SS should be discontinued. Based on the record in this case, the Commission is unable to pass on this broader issue. Here the underlying inquiry is

whether APCO's refusal to apply the rates in Tariff SS to the complainant's electric consumption constitutes unjust and unlawful rate discrimination. In light of the evidence, the Commission must respond to this question in the affirmative.

FINDINGS

The Commission is, therefore, of the opinion and finds:

1. That the Kanawha County Public Library and its various operations serve as an important adjunct to the educational system of Kanawha County;

2. That the operations of the Kanawha County Public Library system are similar to the operations of the Kanawha County public school system in respect to their electric demand requirements and, consequently, the cost of service to APCO;

3. The application of Tariff SS to the Kanawha County Public Library system will have a de minimis effect on APCO and its ratepayers; and

4. That the relief requested in this petition is reasonable and should be granted.

ORDER

IT IS, THEREFORE, ORDERED that the relief requested in the petition of Kanawha County Public Library, complainant herein, be, and it hereby is, granted.

IT IS FURTHER ORDERED that Appalachian Power Company, the defendant herein, apply the rate as contained in its School Service Tariff, W. Va. P.S.C. No. 4, to the electric usage of Kanawha County Public Library, the complainant, effective on the first full billing period after the date of this order.

A Copy.

Teste:

/s/ Howard M. Cunningham
Howard M. Cunningham
Executive Secretary

The Assistant Director reported that Mr. Bowman and the Library Director sent letters of thanks to Mr. T. D. Kauffelt, Attorney at Law, Counsel for

Kanawha County Public Library. The President stated that he had mailed a letter to Mr. Kauffelt on behalf of the Library Board extending its appreciation. The President reminded members of the Library Board that Mr. Kauffelt chose not to charge a fee for his services.

The Assistant Director reported that the Library was in receipt of a December 28, 1978 letter from Paul N. Bowles, Attorney at Law, which stated that Kanawha County Public Library was one of the named beneficiaries of the Steele A. Hawkins, Jr. estate. Mr. Hawkins was a native and resident of Charleston and a retired executive officer of McJunkin Corporation who died on June 15, 1969. The total value of the bequest is $22,616.60 plus interest estimated at $6,898.40. A distribution check of $5,708.30 has already been received, leaving a balance of $15,678.20 which will be received in 10 equal installments of $1,567.82, plus interest, beginning December 20, 1979.

Following discussion the matter was referred to the Special Resources Committee (Mr. Fisher, Chairman, Dr. Bannerot and Mrs. Myerly).

Assistant Director's Monthly Report. Mr. Stern reported that ordering books from Baker and Taylor Company, Somerville, New Jersey, principal book vendor, was simplified, improved and recently inaugurated. This reduced, appreciably, the average time between book order and shelf readiness. Additionally, and perhaps more importantly, Baker and Taylor's computer works for us by submitting a record to Kanawha County Public Library of agency (Adult Circulation, Boys and Girls, Extension, Branches and Reference) expenditures and by types of books (adult fiction, adult non fiction, reference, juvenile fiction and juvenile non fiction) ordered.

Mr. Stern reported, also, that the Library would be renting current best sellers, beginning February, 1979, for Adult Circulation and all branches.

The plan would reduce, substantially, long waits by patrons for popular books and is expected to increase circulation.

The firm of Arnett and Foster began its audit of the Library's books for the fiscal year ending June 30, 1978. It is expected that the cost of the audit would be less than last year because of Miss Ammar's careful supervision of records.

Three clerical resignations were recorded since the December Library Board meeting. Since then, two replacements were employed immediately and a third is expected to be made at any time. This means then that all budgeted positions will be filled.

Mr. Stern remarked on the role of automation in the Library within the next several years. There are the three areas to be examined:

a) Circulation Control

b) COM (Computer Output Microform) public catalog

c) Order and acquisitions

The justifications for the expense of computer automation are:

a) Improved patron service by quickly determining availability and location of all library materials.

b) A current inventory of materials.

c) Increasing "productivity" of library materials expenditures through comparison of holdings (inventory) against circulation by subject areas.

d) Reducing the impact of increasing labor rates.

Mr. Stern said that one of the first steps was to employ a professional library computer automation specialist to help determine long term objectives and to establish implementation priorities. A Special Grant application is expected to be submitted to West Virginia Library Commission to employ such a person.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30 day Certificate of Deposit for $180,000.00 purchased from The Guaranty Bank at 10.0% interest and due January 22, 1979 and one 30 day Certificate of Deposit for $210,000.00 purchased from the National Bank of Commerce at 10.10% interest and due January 29, 1979. Upon motion by Dr. Wallace, seconded by Dr. Riggleman, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $180,000.00 which is due January 22, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit in the amount of $160,000.00 on January 21, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to re-invest the 30 day Certificate of Deposit in the amount of $210,000.00 which is due January 29, 1979.

Motion carried.

Budget Planning for Fiscal Year 1979/1980. Dr. Wallace reported that the Library Director, Assistant Director and he held a budget planning session on Wednesday, January 3, 1979. He stated that a meeting of the Budget Committee was scheduled to be held on Wednesday, February 7, 1979 to discuss the proposed 1979/1980 Budget which would then be presented to the Library Board at its regular meeting on Wednesday, February 14, 1979.

Gifts. Dr. Wallace stated that the Library was in receipt of a letter from the Greater Kanawha Valley Foundation. It reads as follows:

"December 29, 1978

"Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

"Dear Mr. Winowich:

"I enclose the check of The Greater Kanawha Valley Foundation in the amount of $334.62, representing a distribution from the John V. Ray Fund to the Library.

"With best wishes for the new year.

"Sincerely,

/s/ J. W. Hubbard, Jr.
J. W. Hubbard, Jr.
Chairman

"JWH,Jr:sw
Enclosure"

He also stated that the Library was in receipt of a letter from the Trust Department of the Kanawha Valley Bank. It reads as follows:

"December 18, 1978
'Our 112th Year'

"Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

"RE: Bernard H. & Blanche E. Jacobson Foundation - Account #1138010

"Gentlemen:

"We are pleased to enclose a Trust Department check in the amount of $500 representing a contribution to the Kanawha County Public Library from the Jacobson Foundation.

"Sincerely,

/s/ Rena R. Williams
Rena R. Williams
Trust administrator

"RRW:jgc"

Upon motion of Dr. Wallace, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Library Director be asked to send a letter of appreciation to the Greater Kanawha Valley Foundation and the Bernard H. and Blanche E. Jacobson Foundation for their generous gifts.

Motion carried.

Insurance Committee. Mr. Kuhns, Chairman, reported that a meeting was held on January 4, 1979 to discuss the Library's Comprehensive Insurance.

Those in attendance were:

Mr. Ray	Mr. Joe Gallaher	
Mr. Smith	Mr. Jim Stogden	(Insurance Committee Consultants)
Mr. Kuhns	Mr. Herman Wilkerson	
Mr. Stern		
Mr. Winowich		

He stated that the three representatives from the insurance firms had approached the Library's insurance situation in a professional way.

The specifications are expected to be prepared by Mr. Gallaher, Mr. Stogden and Mr. Wilkerson and then submitted to approximately 13 insurance companies. Mr. Kuhns said that a binder would be arranged by the present insurance carrier in the event that additional time, beyond expiration date, was necessary.

The Committee would meet again for the purpose of reviewing bids and making its recommendation to the Library Board.

The question of advertising for bids was discussed. Mr. Kuhns said that he was informed that it was not necessary for the library to advertise for bids on its insurance "package." Neither the Library's statute nor the section of the West Virginia Code concerning public libraries requires libraries to advertise for such purposes.

Coverage for Directors and Officers was also discussed. Coverage for one million dollars would cost $2,652 annually.

There was more discussion afterwards.

Special Resources Committee. Mr. Fisher, Chairman, reported that Special Resources Committee met on Wednesday, January 10, 1979 at 3:00 p.m. with Mr. Springer, President, and Dr. Wallace, Chairman, Budget Committee to consider the proposal for the expenditure of unanticipated funds. Mrs. Myerly was unable to attend. Also in attendance was Mr. Stern, Assistant Director. Mr. Fisher announced that additional cash receipts of approximately $96,464 was anticipated during the 1978/1979 fiscal year. This amount, he said, was not included in the budget document. The unanticipated receipts are:

Additional Grant-In-Aid		$50,926
	For	
	Clendenin $ 360	
	Nitro 2,005	2,365
Employees Hospitalization Insurance Grant by West Virginia Library Commission		21,173
Interest on investments		18,000 (est)
Refunds (Utilities)		1,000 (est)
Miscellaneous Income (Additional)		3,000 (est)
	Total Cash Receipts	$96,464

Mr. Fisher reported that the Special Resources Committee together with Mr. Springer and Dr. Wallace, reviewed a proposed list of project expenditures, prepared by Mr. Stern and Mr. Winowich, which follows:

1.	Inspection and overhaul of central air conditioning equipment	$ 7,175
2.	Replacement of present telephone/intercom system	25,000
3.	Microfilming library materials inventory	3,400
4.	Book detection system	10,000
5.	Carpeting for Dunbar Library Auditorium	3,200
6.	Video Cassettes	2,000
7.	Holiday Films, 16mm	2,000

8.	Electric typewriters (2) with coin-op attachment, for patron use	1,800
9.	Projection booth construction for John V. Ray Room	1,500
10.	Compact shelving for Extension Department (Experimental)	1,000
11.	Typewriters, electric (5)	3,500
12.	Printing calculators (2) desk type, electronic	300
	Total	$60,875

After discussion, upon motion by Mr. Fisher, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the project expenditures listed above are approved and that they be added to the budget for 1978/1979.

Motion carried.

Special Grant Request. Mr. Fisher reported that the West Virginia Library Commission has issued its annual invitation to all public libraries in the state to submit requests for Special Grants and, further, that the Special Resources Committee had reviewed the proposal, as submitted and recommends its adoption.

After discussion, upon motion by Mr. Fisher, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to submit a Special Grant Request to West Virginia Library Commission of $50,334.00 which is applied as follows:

A.	Personnel		
	1. Homebound Services Film Projectionist (Part-Time)		$ 2,885
B.	Materials		
	1. Books		
	Marmet and Sissonville Libraries	5,000	
	"English as Second Language"	1,000	
	Large Type Books	2,800	
	Adult and Juvenile Books (Clendenin)	1,750	
	Reference (Nitro)	1,000	
	Total		11,550

2. Audio Visual

Audio Cassettes	2,000	
Video Cassettes	2,000	
Slides, 35mm	2,000	
Microfilm, New York Times	2,500	
Total		8,500

C. Equipment

1. Microfilm Reader/Printer (Dunbar)	3,600	
2. Copying Machines, Coin-op (Mar. & Sis.)	4,400	
3. Movie Projects, 16mm (Mar. & Sis.)	950	
4. Periodical Stands	3,200	
5. Microfilm Cabinets	1,000	
6. Microfiche Reader	200	
7. Phonograph & Cassettes (Main, Mar. & Sis.)	1,390	
8. Copying Machine, Coin-Op (Clendenin)	2,200	
9. Copying Machine, Coin-Op (Nitro)	2,200	
10. Card Catalog Cabinet, 72 drawer (Nitro)	1,500	
Total		20,640

D. Miscellaneous

1. Computer Consultant	2,845	
2. Story-Telling Workshops	1,500	
3. Puppet/Marionette Productions	1,934	
4. Children's Craft Programs	480	
Total		6,759
Grand Total		$50,334

Motion carried.

Sissonville Instant Library. Mr. Fisher reported that plans and specifications had been completed for the Sissonville Instant Library. He stated that the Library Director has prepared an Invitation to Bid to appear in the Charleston Daily Mail and The Charleston Gazette on January 17, 1979 and January 24, 1979. Opening of bids, he said, was scheduled for Wednesday, January 31, 1979 at 2:00 p.m. in the Board of Directors Room.

After discussion, upon motion of Mr. Fisher, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to place legal ads in the Charleston Daily Mail and The Charleston Gazette for the installation of an Instant Library in Sissonville.

Motion carried.

The President asked Miss Ammar to send bid opening notification to all library board members for the purpose of extending an invitation to attend.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 259 ($17,639.50) and General Bills List No. 259 ($15,672.31) duly certified and approved in accordance with the Bylaws and on motion by Dr. Bannerot, seconded by Mr. Kuhns it was ordered that the Bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 258 ($760.52) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Mr. Kuhns and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Donald W. Spurgeon
President

Lorena Ammar
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 14, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 14, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mr. Bowman
Mr. Kuhns
Mrs. Myerly
Mr. Ray
Mrs. Smith
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the January 10, 1979 meeting were approved.

Library Director's Monthly Report. No oral report was given by the Library Director. A report would be prepared and mailed to the Library Board Members.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $160,000.00 purchased from the City National Bank at 9.875% interest ($1,298.63) which is due February 23, 1979 and one 30-day Certificate of Deposit for $210,000.00 purchased from the Bank of West Virginia at 9.88% interest

($1,705.31) and is due March 1, 1979. Upon motion by Dr. Wallace, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $160,000.00 which is due February 23, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $150,000.00 on February 23, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $210,000.00 which is due March 1, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $185,000.00 on March 1, 1979.

Motion carried.

Municipal Bond Commission. Dr. Wallace reported that the Library has a balance of $1,678.08 with the Municipal Bond Commission (formerly State Sinking Fund). This amount represents the interest earned for the period July 1, 1978 through December 30, 1978.

Budget 1979/1980. Dr. Wallace, Chairman, Budget Committee, submitted the proposed Budget for 1979/1980. Copies were distributed to members present. A detailed analysis was presented by Mr. Stern. Emphasized were the following:

1. Income and expenditure; a thorough review.

2. Proposed salary increases met Presidential Guidelines.

3. Nearly 50% of the proposed increase accounts for new positions (Sissonville 2 and Marmet 2) as well as an additional employee in each of the following libraries: Charleston, Cross Lanes and Dunbar.

4. State of West Virginia Grant-In-Aid program provides substantial financial support to Kanawha County Public Library.

5. Federal Minimum Wage standards ($2.90 for 1979 and $3.10 for 1980) influenced entry level salaries of clericals.

Discussion followed. Afterwards, the Library Director, Assistant Director and Miss Ammar were excused from the meeting. Upon their return, the President reported that upon motion by Dr. Wallace, seconded by Dr. Bannerot, it was moved that the Budget for 1979/1980 be adopted as amended. Afterwards, a vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1979, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Ray, and upon a vote being taken, the motion carried unanimously.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1979, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Bannerot, and upon a vote being taken, the motion carried unanimously.

Dr. Wallace moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1979, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Bowman, and upon a vote being taken, the motion carried unanimously.

Insurance Committee. Mr. Kuhns, Chairman, reported that the Committee was in receipt of three insurance renewal bids submitted as follows:

DeVan-Gallaher, Inc., through Buckeye Union Insurance Company	$11,834.00
Patterson, Bell and Crane Company through St. Paul	12,484.00
Patterson, Bell and Crane Company through INA	14,281.00

The Chairman identified some of the coverages. For example, they are:

1.	Buildings and Contents (including shelving, furniture and equipment).	$5,554,175.00
2.	Library materials including fine arts.	5,595,992.00
3.	Vehicles (bookmobile, van, station wagon and sedan).	1,000,000.00

4. Boilers and machinery — Replacement Costs

5. Comprehensive deductibles were reduced from $250.00 to $100.00 because of the Library's good "track record."

Discussion followed. It was agreed that the matter of Directors and Officers coverage be deferred at this time. After further discussion, upon motion by Mr. Kuhns, seconded by Mr. Bowman, it was unanimously

RESOLVED, That Kanawha County Public Library accept the low bid submitted by DeVan-Gallaher, Inc. for the Library's comprehensive insurance at an annual premium of $11,834.00.

Motion carried.

Community Service Committee.

Sissonville Instant Library Construction Project. In the absence of Mr. Fisher, who was unable to attend this meeting, the Library Director reported the following:

1. Sissonville Instant Library Construction Project BID OPENING was held on Wednesday afternoon, January 31, 1979 at 2:00 p.m. in the Board Room of Kanawha County Public Library.

2. Bid tabulations are recorded as follows:

BID TABULATION
INSTANT LIBRARY
SISSONVILLE, WEST VIRGINIA

R. L. Wilson - Jerry R. Goff
Associated Architects

January 31, 1979

BIDDERS	Bid Bond	BID PROPOSAL#1 Site Grading	BID PROPOSAL#2 Building Const.	ALT. #1 Foam Insulation	ALT. #2 Exterior Lighting	ALT. #3 Plants & Planting
Elk Valley Welding & Contracting, Elkview, W.Va.	X	10,100	48,817	800	1,000	2,800
Elmer Walker Const., Inc. Charleston, W.Va.	X	12,800	55,200	1,700	5,000	3,000
Wayne Heating & Air Conditioning, Huntington	X	14,414	41,330	1,050	4,295	3,155

3. A Revenue Sharing Grant of $80,500.00 was previously approved by Kanawha County Commission.

4. Recommendations:

Accept Bid Proposal #1 submitted by Elk Valley Welding and Contracting for Site Grading	$10,100.00
Accept Bid Proposal #2 submitted by Wayne Heating and Air Conditioning for the following:	
Building Construction	41,330.00
Alt. #1 Foam Insulation	1,050.00
Alt. #2 Exterior Lighting	4,295.00
Total	$46,675.00

There was discussion. The Library Director emphasized that there were two bids - one for Site Grading and the other or second bid was for Building Construction. In each instance, the recommendations were to accept lowest bid. He added that Kanawha County Public Library could not pick and choose from among the alternates or supplemental construction.

Alternate #3 Plants and Planting ($3,155.00) was not recommended for acceptance because Sissonville's garden clubs choose this effort as their community project.

Given the Revenue Sharing money available for the Sissonville Instant Library Project, income and expenditures are recorded as follows:

Item	Allocation	Proposed Cost
Building Construction	$40,000.00	$46,675.00
Land Acquisition	3,000.00	4,896.00 (paid)
Site Preparation	1,000.00	10,100.00
Furniture & Equipment	7,500.00	6,647.00
Architectural Fees	1,000.00	1,050.00 (paid)
Miscellaneous (Materials/Supplies not included in furniture bid)	1,000.00	4,288.00
Contingencies		844.00
Operation & Maintenance	27,000.00	6,000.00
	$80,500.00	$80,500.00

Following discussion, upon motion by Dr. Wallace, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the low bid of $10,100.00 by the Elk Valley Welding and Contracting Company for Site Grading for the construction of the Sissonville Instant Library be accepted; and

RESOLVED FURTHER, That the low bid of $41,330.00 by the Wayne Heating and Air Conditioning Company for Building Construction of the Sissonville Instant Library be accepted; and

RESOLVED FURTHER, That the bid of $1,050.00 by the Wayne Heating and Air Conditioning Company for Foam Insulation for the Sissonville Instant Library be accepted; and

RESOLVED FURTHER, That the bid of $4,295.00 by the Wayne Heating and Air Conditioning Company for Exterior Lighting for the Sissonville Instant Library be accepted.

RESOLVED FURTHER, That the following be accepted:

Furniture and Fixtures on bid through State of West Virginia	$ 6,647.00
Additional furniture, fixtures, equipment, materials and supplies not included in State of West Virginia bid	4,288.00
Contingencies	844.00
Operation and maintenance of facility	6,000.00
Total Project Cost	$80,500.00

Motion carried.

Carpeting for Dunbar Library Auditorium. Mrs. Smith reported that legal advertisements were placed in Charleston Daily Mail and The Charleston Gazette on January 31, 1979 and again on February 7, 1979 for the purpose of receiving bids for the carpeting of the Dunbar Library Auditorium. She stated that bid opening was held on February 14, 1979 at 3:00 p.m. in the Library Board Room. Several bidders were present. Copies of the bid

tabulation form were distributed to members present. Six bids were received and are recorded as follows:

Bid Tabulation
for Carpeting
Dunbar Public Library

Bidder	Amount
Architectural Products Inc., St. Albans	$2,587.00
Sayre, Inc. Arbuckle, W. Va. (without hall)	2,299.50
Sayre, Inc. (with hall)	2,381.40
Capitol Business Equipment, Inc., Charleston	2,277.72
Cordell Reed, Charleston	1,200.00
Boll Furniture Co., Charleston	2,846.33

There was discussion. Afterwards, upon motion by Mrs. Smith, seconded by Mr. Bowman, it was moved that a recommendation, to be made by the Dunbar Library Board, be tabled for at least 30 days or until such time as some uncertanties are clarified. Motion carried.

Sale of the Used 1968 Bookmobile. The Library Director reported that legal advertisements were placed in Charleston Daily Mail and The Charleston Gazette on January 30, 1979 and again February 6, 1979 for the purpose of selling one used 1968 Bookmobile. He stated that bid opening was held at 2:00 p.m. in the Library Board Room on February 14, 1979. The Library Director distributed copies of the bid tabulation form to the members present. Kanawha County Public Library received three bids. They are recorded as follows:

Bidder	Amount
St. Albans Auto Sales	$3,150.98
Ralph R. White, Dorothy, W. Va.	501.00
Ray Hunt, Elkview, W. Va.	1,530.00

After discussion, upon motion of Dr. Wallace, seconded by Mr. Bowman,

it was unanimously

RESOLVED, That the Library Board accept the bid of $3,150.98 submitted by St. Albans Auto Sales for the purchase of one used 1968 bookmobile.

Motion carried.

Special Resources Committee.

Revenue Sharing Funds Application. The Library Director reported that Kanawha County Public Library was invited by Kanawha County Commission, through a letter received on February 9, 1979, to submit a Revenue Sharing Request for fiscal year 1979/1980. He said that the staff and he were preparing an application for consideration and approval by the Special Resources Committee, Mr. Fisher, Chairman.

NEW BUSINESS

University of Pittsburgh, Graduate School of Library and Information Sciences, Catalog Update 2 Seminar. The Library Director reported that the University of Pittsburgh, Graduate School of Library and Information Science is sponsoring a Seminar on Catalog Update 2 on March 16, 1979. He asked for authorization to send Miss Ruth Figgatt, Chief Processing Librarian, and Miss Claudia Benton, Assistant Cataloger. After discussion, upon motion of Dr. Wallace, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the expenses of Miss Ruth Figgatt and Miss Claudia Benton not to exceed a total of $180.00 be paid for the attendance at the Seminar on Catalog Update 2 to be held at the University of Pittsburgh.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 260 ($32,069.33) and General Bills List No. 260 ($33,624.46) duly certified and approved in accordance with the Bylaws and on motion by

Mrs. Smith, seconded by Dr. Wallace, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 259 ($599.55) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Smith, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Sissonville Library. Mrs. Smith moved that the payment as submitted be approved. It is recorded as follows:

Charleston Newspapers	$ 37.60
R. L. Wilson - Jerry R. Goff Associated Architects	1,050.00
	$1,087.60

The motion was seconded by Mr. Bowman, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Donald W. Spencer
President

Nicholas Winnicki
Secretary

BUDGET 1979/1980
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Librarians	$392,196	
Clericals	469,463	
	$861,659	
Library Materials		
Books (incl. Freight In)	$185,300	
Audio-Visual	14,700	
Periodicals	32,051	
Binding	5,001	
	$237,052	
Other Expenses		
Salaries - Custodial	$ 73,022	
Social Security	56,800	
W. Va. Public Employees Insurance	46,000	
Supplemental Personnel Costs	18,991	
SubTotal-Other Personnel Costs	194,813	
Building Supplies	5,200	
Furniture and Equipment	3,377	
Insurance	13,000	
Library Programs and Continuing Education	1,500	
Miscellaneous	6,600	
Office and Library Supplies	33,000	
Repairs and Maintenance	9,500	
Service Contracts	16,250	
Travel	6,775	
Utilities	62,481	
Vehicles - Operating and Maintenance	4,900	
	357,396	
TOTAL OPERATING EXPENSES		$1,456,107
OTHER CAPITAL SUPPORT		
Building Purchase Contract		27,710
TOTAL BUDGET-KCPL		$1,483,817
OTHER LIBRARIES		
Nitro	10,826	
Clendenin	1,941	
SUBTOTAL - OTHER LIBRARIES		12,767
GRAND TOTAL		$1,496,584

Other Income

Cross Lanes	$ 2,500	
Dunbar	15,000	
Elk Valley	3,500	
Marmet	3,089	
St. Albans	15,153	
St. Albans Board - Sunday Service	2,902	
Sissonville	3,732	
Miscellaneous	30,000	
Interest	12,000	
Accumulated Balances	60,960	
Revenue Sharing for Sissonville operations	6,000	
Grant-In-Aid	287,796	
TOTAL - OTHER INCOME	$ 442,632	

Appropriated Funds

Board of Education	$ 447,907	
County Commission	447,907	
City of Charleston	158,138	
TOTAL - APPROPRIATED FUNDS	$1,053,952	
GRAND TOTAL		$1,496,584

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
NEW POSITIONS - FULL TIME			
Branch Librarian, Sissonville		$ 862	$10,344
Branch Librarian, Marmet		862	10,344
NEW POSITIONS - HOURLY			
New Sunday Service, Dunbar and St. Albans		Hourly	2,696
NEW POSITIONS SUB TOTAL			$23,384
EXISTING POSITIONS - FULL TIME			
Branch Librarian, Glasgow	Joy Bemesderfer	901	10,812
Circulation Librarian	Denise Schindehette	982	11,784
Children's Librarian, Branch, SA	Joellen Risacher	982	11,784
Circulation Librarian	John Kelly	982	11,784
Branch Librarian, Cross Lanes	Sara Mathewson	1,018	12,216
Extension Librarian	Sarah Kelley	1,024	12,288
Circulation Librarian	Susan Hitchens	1,024	12,288
Homebound Librarian	Barry Geesey	1,024	12,288
Extension Librarian	Mary Amstutz	1,024	12,288
Children's Librarian	Luann Toth	1,066	12,792
Branch Librarian, Elk Valley	Kathleen Whalin	1,117	13,404
Branch Librarian, Dunbar	Stephen Crowley	1,117	13,404
Processing Librarian	Claudia Benton	1,150	13,800
Reference Librarian	Gretchen Schwinger	1,192	14,304
Reference Librarian	June Martin	1,192	14,304
Chief, Circulation Librarian	Thomas Wrenn	1,242	14,904
Chief, Children's Librarian	Helen Thomas	1,315	15,780
Chief, Reference Librarian	Frances Gerard	1,315	15,780

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
EXISTING POSITIONS - FULL TIME			
Chief, Extension Librarian	Jo Ellen Flagg	1,367	16,404
Branch Librarian, St. Albans	Helen Miller	1,450	17,400
Chief, Processing Librarian	Ruth Figgatt	1,450	17,400
Assistant Director	Joel Stern	1,773	21,276
Director	Nicholas Winowich	2,586	31,032
EXISTING POSITIONS - HOURLY			
Regularly Scheduled		Hourly	11,280
Substitutes		Hourly	12,960
Sunday Services		Hourly	5,056
TOTAL			$392,196

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
NEW POSITIONS - FULL TIME			
Junior Clerk, Cross Lanes		$ 560	$ 6,720
Junior Clerk, Dunbar		560	6,720
Junior Clerk, Processing	Diane Knight	585	7,020
Special Clerk, Marmet		653	7,836
Special Clerk, Sissonville		653	7,836
NEW POSITIONS - HOURLY			
Additional Time, Main Library		Hourly	2,508
New Sunday Service, Dunbar and St. Albans		Hourly	3,179
NEW POSITIONS SUB TOTAL			$ 41,819
EXISTING POSITIONS - FULL TIME			
Junior Clerk, Elk Valley	Mary Hansen	585	7,020
Junior Clerk, Boys and Girls	Janice Staab	585	7,020
Junior Clerk, Circulation	Shirley Smyth	585	7,020
Junior Clerk, St. Albans	Barbara Riley	585	7,020
Junior Clerk, Extension	Brenda Payne	585	7,020
Junior Clerk, Extension	Phyllis Jordan	585	7,020
Junior Clerk, Circulation	Maureen Glasford	585	7,020
Junior Clerk, Circulation	Paula McCormick	585	7,020
Junior Clerk, Circulation	Jerri Fittro	585	7,020
Junior Clerk, Extension	Brian Diller	585	7,020
Junior Clerk, Boys and Girls	Mary Burgess	585	7,020
Junior Clerk, Boys and Girls	Janet Adams	585	7,020
Junior Clerk, Processing	Traletta Wallace	610	7,320
Junior Clerk, St. Albans	Betsy Vaughn	610	7,320

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
EXISTING POSITIONS - FULL TIME			
Junior Clerk, Dunbar	Mitzi Spangler	610	7,320
Junior Clerk, Extension	Arietta Smith	610	7,320
Junior Clerk, Processing	Diane Carte	610	7,320
Junior Clerk, Circulation	William McDowell	623	7,476
Junior Clerk, Dunbar	Betty Good	623	7,476
Junior Clerk, Processing	Mary Penn	646	7,752
Junior Clerk, Processing	Vicki Townsend	648	7,776
Junior Clerk, Extension	Nancy Pennington	648	7,776
Junior Clerk, Processing	Susan Ferguson	648	7,776
Junior Clerk, Processing	Kathryn Nida	660	7,920
Special Clerk, Elk Valley	Cecilia Long	682	8,184
Junior Clerk, St. Albans	Victoria Price	685	8,220
Junior Clerk, Circulation	Sara Meadows	685	8,220
Junior Clerk, Extension	Mary Frances Lee	685	8,220
Junior Clerk, Circulation	Mary Jo Jackson	685	8,220
Junior Clerk, Circulation	Nova Casto	685	8,220
Senior Clerk, Extension	Jay Pauley	686	8,232
Special Clerk, Glasgow	Maria Porter	711	8,532
Special Clerk, St. Albans	Anna Parker	711	8,532
Special Clerk, Dunbar	Mary Hermansdorfer	711	8,532
Senior Clerk, Reference	Onnalee Arcuri	713	8,556
Senior Clerk, Processing	Sandra Trimble	727	8,724
Special Clerk, Administration	Bridget Herndon	740	8,880
Special Clerk, Cross Lanes	Sandra Sue Copen	740	8,880
Messenger	Robert Frederick Henson	769	9,228
Special Clerk, Administration	Virginia Banning	812	9,744

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
EXISTING POSITIONS - FULL TIME			
Special Clerk, Extension	Franca Martin	827	9,924
Special Clerk, Circulation	Cortez Johnson	827	9,924
Special Clerk, Boys and Girls	Betty Jane Harper	827	9,924
Mobilibrary Driver	Ronald Finney	897	10,764
Library Associate, Acquisition	Mae Thomas	990	11,880
Administrative Assistant	Lorena Ammar	1,269	15,228
EXISTING POSITIONS - HOURLY			
Regularly Scheduled		Hourly	40,925
Substitutes		Hourly	1,058
Sunday Services		Hourly	6,101
TOTAL			$469,463

Books

Books

Boys and Girls	$ 13,900
Circulation	39,700
Extension	42,000
Reference	17,300
Cross Lanes	6,700
Dunbar	14,300
Elk Valley	9,100
Glasgow	6,200
Marmet	8,200
St. Albans	12,600
Sissonville	12,700
	$182,700

Audio-Visual	14,700
Binding	5,001
Periodicals	32,051
Freight In	2,600
	$237,052

SALARIES - BUILDING

Position	Employees	Monthly Salary	Annual Salary
NEW POSITIONS - HOURLY			
Regularly Scheduled, Sissonville		Hourly	1,340
NEW POSITIONS SUB TOTAL			1,340
EXISTING POSITIONS - FULL TIME			
Custodian	Henry Womack	585	7,020
Custodian	Jack Goodman	647	7,764
Custodian	James George	647	7,764
Custodian	Joseph Harrison	672	8,064
Superintendent, Maintenance	Robert Henson	1,129	13,548
Building Superintendent	James L. Thomas	1,175	14,100
EXISTING POSITIONS - HOURLY			
Regularly Scheduled (at Branches)		Hourly	12,482
Sunday Services		Hourly	940
TOTAL			$73,022

Social Security

Contributions at 6.13% on earnings up to $25,900	$56,800

West Virginia Public Employees Insurance

West Virginia Public Employee Insurance	$46,000

Supplemental Personnel Costs

Workmen's Compensation	
Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers)	$ 1,879
Amount based on Class K-4 employees (building staff)	743
Amount based on Class G-11 employees (Mobilibrary drivers)	621
	$ 3,243
West Virginia Unemployment Tax	8,748
Work Study Programs	3,000
Security Officers	3,500
Graphics	500
	$18,991

Building Supplies

Flourescent tubes and incandescent lamps	$1,500
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	3,700
	$5,200

Furniture and Equipment

Xerox Machine Lease Purchase Payments	$1,620
Unspecified	1,757
	$3,377

Insurance

Comprehensive Insurance	$13,000

Library Programs and Continuing Education

Library Programs	$ 750
Continuing Education	750
	$1,500

Miscellaneous

Legal advertising	$ 200
Audit	3,200
Refunds on lost books - paid	500
Petty Cash Disbursements	1,000
Membership	700
Interview Expenses	200
Printing	800
	$6,600

Office and Library Supplies

Office Supplies	
Masters, inks, pencils paper, stationary, printed forms and other supplies	$ 6,400
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	13,500
Wholesaler Processing Supplies	6,500
Postage	
Postal cards, stamped envelopes and stamps	6,600
	$33,000

Repairs and Maintenance

General repairs and maintenance	$9,500

Service Contracts

Office Machines	$ 5,100
Library Machines	3,600
Elevators (3)	6,100
Air Conditioning	900
Other	550
	$16,250

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting at Huntington	$ 825
Director and Assistant Director to attend American Library Association Midwinter Meeting/Washington	1,050
Director, Assistant Director, one Board Member and two staff members to attend American Library Association annual Summer Meeting at Dallas, Texas	2,500
Director, Assistant Director and two staff members to attend MARLF at Lancaster, Pennsylvania	1,000
Seminars/Workshops	1,400
	$6,775

Utilities

Electricity	$35,600
Fire Service Fee, Charleston	4,036
Gas	8,420
Sewerage	1,620
Telephone	9,255
Water	3,550
	$62,481

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$2,900
Mobilibrary - maintenance	500
Other Vehicle - maintenance	1,500
	$4,900

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 7, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 7, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Dr. Bannerot
Mrs. Myerly
Mr. Ray
Mrs. Smith
Dr. Wallace

Also present were Mr. Stern, Assistant Director; Mrs. Jean Andrews, Librarian, Clendenin Public Library; Mr. Gary Ellis, President, Clendenin Library Board of Directors; and Mrs. Edna Gallion, member, Clendenin Library Board of Directors.

Mr. Springer, President, presided. The Library Director acted as Secretary. The Secretary reported that a quorum was present.

The minutes of the February 14, 1979 meeting were approved.

The President welcomed and introduced Mr. Ellis, Mrs. Andrews and Mrs. Gallion.

Mr. Ellis distributed copies of an attractive brochure to Library Board Members present entitled, Clendenin Public Library. Mr. Ellis reviewed its contents:

We offer you...Our Building

Our Remodeling

Our Furniture

Our Performance

What we need...Branch Status

Mrs. Gallion described the interior and exhibited colored photographs. Mrs. Andrews reviewed the operations of the facility. Afterwards, Mr. Ellis announced that Clendenin Public Library was ready to assign its Deed of Property to Kanawha County Public Library. Following discussion, Mrs. Andrews, Mrs. Gallion and Mr. Ellis left the meeting. Later, it was ordered that the Brochure as distributed be filed with the minutes of this meeting.

Library Director's Monthly Report. No oral report was given by the Library Director. A report would be prepared and mailed to each Library Board Member.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $150,000.00 purchased from the Community Banking and Savings of Dunbar at 9.51% interest ($1,188.75) which is due March 27, 1979 and one 30-day Certificate of Deposit for $185,000.00 purchased from the Bank of West Virginia at 9.625% interest ($1,384.93). Upon motion by Dr. Wallace, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $150,000.00 which is due March 27, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $175,000.00 on March 27, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $185,000.00 which is due April 2, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $150,000.00 on April 3, 1979.

Motion carried.

Audit Report for Fiscal Year 1977/1978. Dr. Wallace, Chairman, Budget Committee, reported that an audit of cash receipts and disbursements for the fiscal year ending June 30, 1978 was completed by the firm of Arnett and Foster, Certified Public Accountants. Copies of the Financial Report were received by the Library and copies of the Management Letter were mailed to each member of the Library Board prior to this meeting. The Library Director commented that work on an Accounting Manual, recommended by Arnett and Foster, would begin as soon as possible. Following discussion, upon motion by Dr. Wallace, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Financial Report and Management Letter for fiscal year ending June 30, 1978 be accepted and filed.

Motion carried.

Special Resources Committee.

Revenue Sharing Funds Application Submitted to Kanawha County Commission. In the absence of Mr. Fisher, Chairman, Special Resources Committee, Dr. Bannerot reported that the Committee met on February 27, 1979

to discuss and consider an application for Revenue Sharing Funds which was to be submitted to Kanawha County Commission by February 28, 1979. The request for funding was prepared by the Library Director and staff. Copies of the document, Dr. Bannerot said, were mailed previously to each member of the Library Board. Each project, listed by priority, was identified:

Marmet Library Construction Project	$ 38,500.00
Clendenin Public Library	18,648.00
Outreach	30,900.00
Automatic Film Inspection Machine	8,500.00
Icom Attache Microcomputer	5,800.00
Photocopying Machine	11,000.00
Automated Circulation System	199,050.00
Total Revenue Sharing Requests	$312,398.00

Following discussion, upon motion by Dr. Bannerot, seconded by Dr. Wallace, it was

RESOLVED, That the Revenue Sharing Requests totaling $312,398.00, recommended for approval by the Special Resources Committee, be accepted and forwarded to Kanawha County Commission.

Motion carried.

Community Service Committee. Mr. Bowman, Chairman, reported that the Community Service Committee met on Wednesday, March 7, 1979 at 3:00 p.m. for the purpose of reconsidering and to recommend the following:

Reconsider

a) Site Grading (Bid Proposal #1) low bid submitted by Elk Valley Welding and Contracting at $10,100.00

b) Building Construction (Bid Proposal #2) low bid submitted by Wayne Heating and Air Conditioning at 41,330.00

To Recommend

c) Carpeting to be installed in the auditorium of the Dunbar Library various amounts

d) Book Detection bid opening held on Tuesday, March 6, 1979.

Those in attendance were:

Mr. Bowman	Mr. Jerry R. Goff, AIA, Sissonville Instant Library Construction Project Architect
Mrs. Smith	
Dr. Wallace	Mr. Stern
	Mr. Winowich

Sissonville Instant Library Construction Project. Mr. Bowman reported that the Library Board at its meeting held on February 14, 1979, voted to accept the low bid of $10,100 submitted by Elk Valley Welding and Contracting for Site Grading (Bid Proposal #1). Subsequently, it was learned through Mr. Fisher, a member of the Special Service Committee, who was unable to attend this meeting, that Kanawha County Board of Education was in the process of preparing specifications for the purpose of receiving bids and awarding a contract for Site Preparation of Flinn Elementary School property. This, Mr. Bowman said, constituted a major change in the scope of the work and that all bids submitted for Site Grading (Bid Proposal #1) be rejected. Mr. Goff recommended the action and the Community Service Committee concurred. It was announced that Elk Valley Welding and Contracting agreed to withdraw its bid. Discussion followed. Afterwards, upon motion by Mr. Bowman, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Kanawha County Public Library reject all bids submitted for Site Grading (Bid Proposal #1), Sissonville Instant Library Construction Project; and

RESOLVED FURTHER, That the Library Director and Mr. Fisher be authorized to negotiate with the Board of Education of the County of Kanawha for the site grading project in Sissonville.

Motion carried.

Mr. Bowman reported that upon recommendation by Mr. Goff, Architect, it was necessary to prepare and send a Letter of Intent to Wayne Heating and Air Conditioning stating that after Kanawha County Board of Education receives bids

and awards a Contract for Site Preparation of Flinn Elementary School property, of which Kanawha County Public Library owns 20,000 square feet for the Sissonville Instant Library, Kanawha County Public Library then intends to award Wayne Heating and Air Conditioning a Sissonville Instant Library Contract for the following:

a)	Building Construction (Bid Proposal #2)	$41,330.00
b)	Foam Insulation (Alternate #1)	1,050.00
c)	Exterior Lighting (Alternate #2)	4,295.00
	Total	$46,675.00

This action, Mr. Bowman said, was needed because the 60-day bid expiration date was getting close and that it was essential to have the contractor extend his bid guarantee for an additional 60 days. The Committee was informed by the Architect that the contractor would agree. Following discussion, upon motion by Mr. Bowman, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Library Director be authorized to send such a Letter of Intent to Wayne Heating and Air Conditioning; and

RESOLVED FURTHER, That this letter be filed with the minutes of this meeting.

Motion carried.

Dunbar Carpet Installation. Mrs. Smith reported that Kanawha County Public Library received bids from five (5) vendors for a carpet installation in the Dunbar Public Library Auditorium. The documents and carpet samples, she said, were considered by the Dunbar Public Library Board of Directors at a meeting held on Wednesday, February 28, 1979. Although no recommendation for purchase and installation was made, it was suggested that Mr. Winowich, who was present at the meeting, should seek the advice of knowledgeable and impartial persons who would help to evaluate carpet specifications and samples. This was

done. The judges selected were:

Jerry R. Goff, Architect
Malcolm Silverberg, Owner, Wall to Wall Inc.
Donald K. Carte, Standards and Specifications Analyst, Purchasing Division, State of West Virginia

Mr. Winowich reported that it was their unanimous recommendation that Kanawha County Public Library should purchase and install Bigelow Carpet - Regents Row #3L43-51684. He said that Architectural Products, Inc. of St. Albans, West Virginia submitted a bid of $2,587.00 and that $3,200.00 was budgeted. Following discussion, upon motion by Mrs. Smith, seconded by Mr. Bowman, it was unanimously

RESOLVED, That Kanawha County Public Library accept the bid of $2,587.00 submitted by Architectural Products, Inc., for a carpet installation in the Dunbar Public Library Auditorium.

Motion carried.

Book Detection System. Mr. Bowman, Chairman, Community Service Committee, reported that invitations to bid on a Book Detection System installation were mailed to seven vendors. Bid opening was held on Tuesday, March 6, 1979 at 2:00 p.m. in the Library Board Room.

Three firms responded to the invitation. Bid tabulation is recorded as follows:

Bidder	Amount
Check Point	$20,445.00
Gaylord Bros.	No Bid
Three M	$26,582.00

Mr. Bowman stated that a committee of library staff, following a study and review, recommended that Kanawha County Public Library accept the bid submitted by Three M. Following discussion, it was suggested that the Community Service

Committee meet with the staff committee to evaluate the two bids as submitted.

Middle Atlantic Regional Library Federation Meeting. The President reported that a meeting of the Middle Atlantic Regional Library Federation Board of Directors, of which Nick Winowich is a member, is scheduled to be held in Lancaster, Pennsylvania, on March 21-23, 1979.

After discussion, upon motion by Dr. Wallace, seconded by Mrs. Smith, it was unanimously

> RESOLVED, That the Library Director be granted permission to attend the Middle Atlantic Regional Library Federation, Inc. Board of Directors Meeting to be held March 21-23, 1979 and that expenses not to exceed $300.00 be paid.

Motion carried.

Library Board Membership. The President reported that membership terms of Mr. Kleeman, Mr. Kuhns, and Mr. Smith were scheduled to expire on June 30, 1979. He announced that he would appoint a Library Board Membership Committee before the April Library Board Meeting.

Approval of Bills. The Library Director submitted Book Bills List No. 261 ($15,822.29) and General Bills List No. 261 ($27,029.17) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Ray it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 260 ($100.50) duly certified and approved in

accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Smith, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Ronald P. Spurgis
President

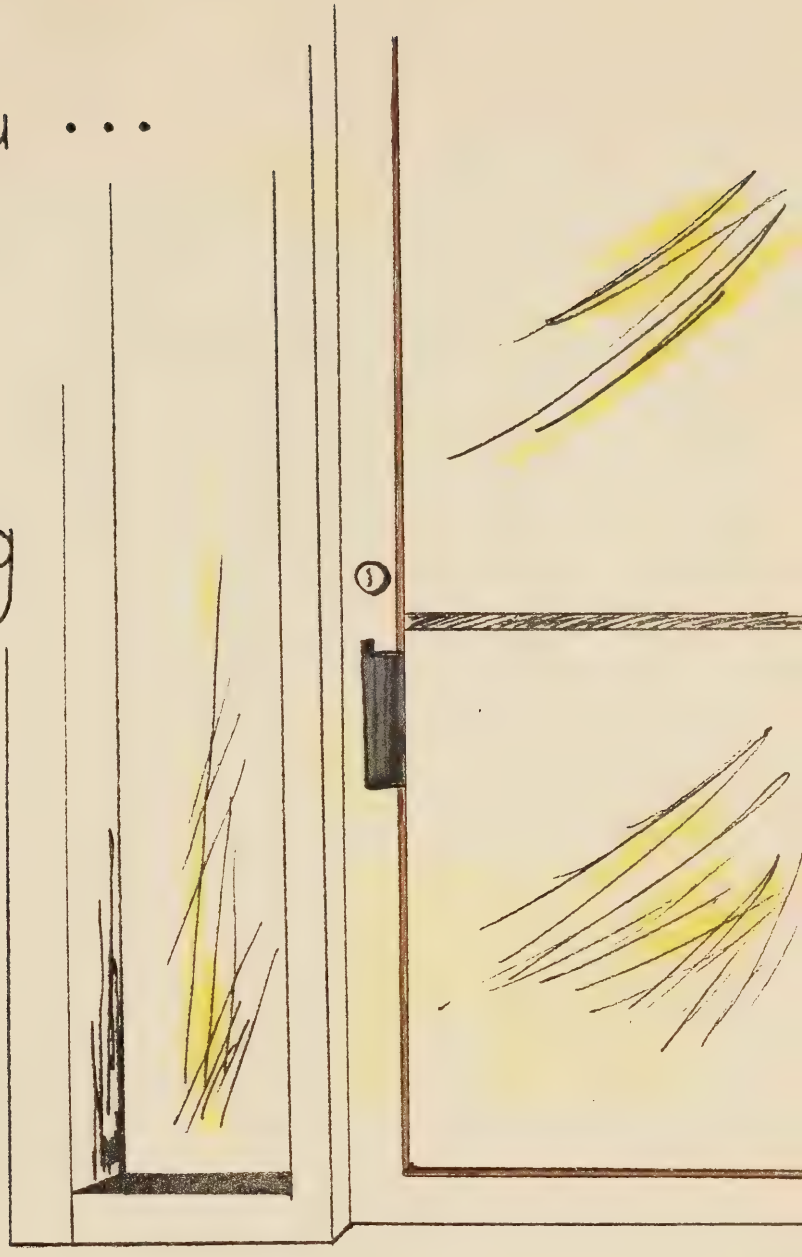
Nicholas Winnick
Secretary

Clendenin Public Library

to know your library is to love it

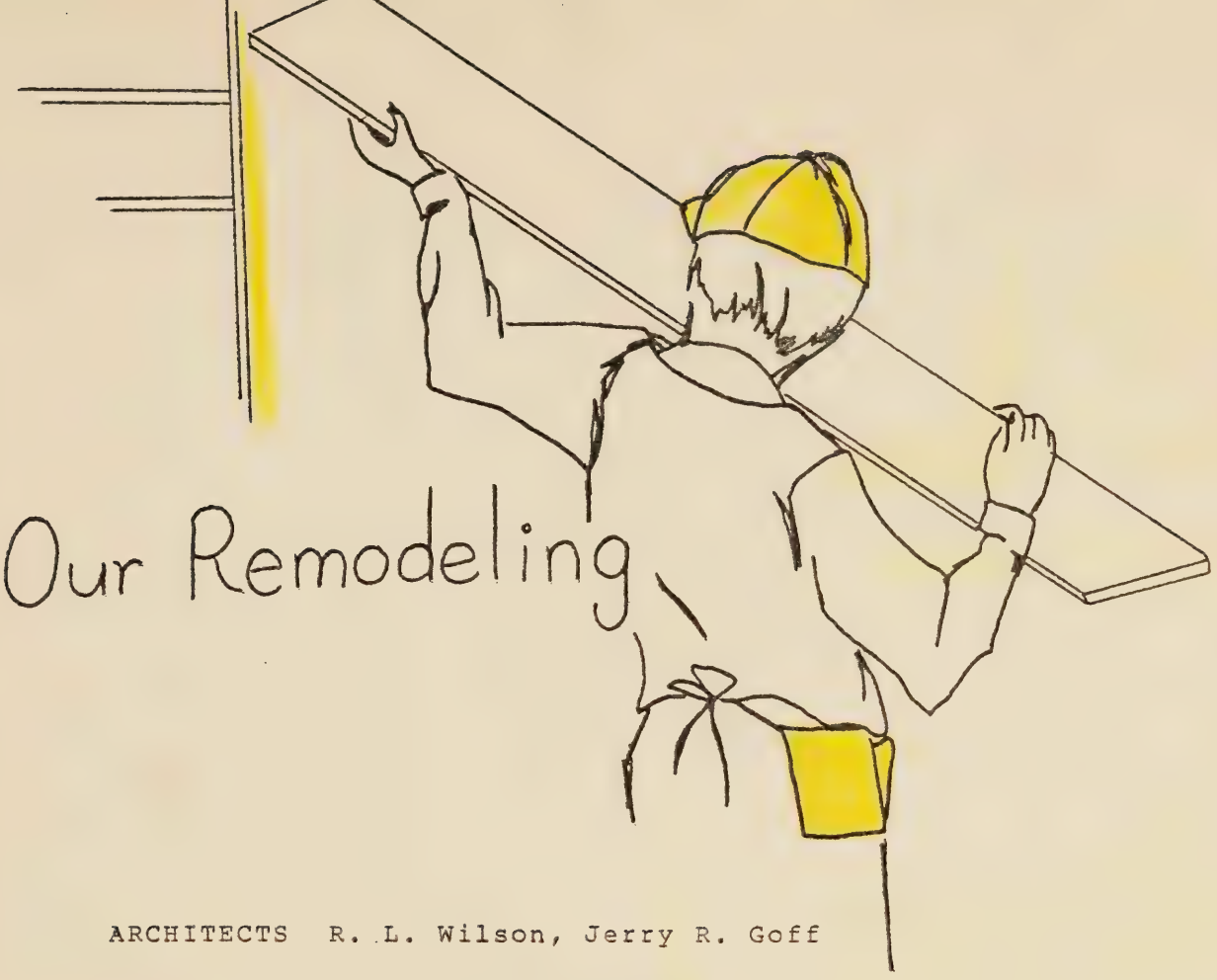
We Offer You ...

Our Building



PURCHASED Dec. 29, 1976

Local funds	$15,000.00
Kanawha County Court.	$30,000.00
	$45,000.00



Our Remodeling

ARCHITECTS R. L. Wilson, Jerry R. Goff

ASSOC. ARCHITECT Charles Hively

fee	$ 3,546.00
CONTRACTOR G & R Construction	
contract.	$44,437.00
	$47,983.00

FUNDING

West Virginia Library Commission.	$24,000.00
Appalachian Regional Commission	$22,000.00
Local funds	$ 1, 983.00

Our Furniture

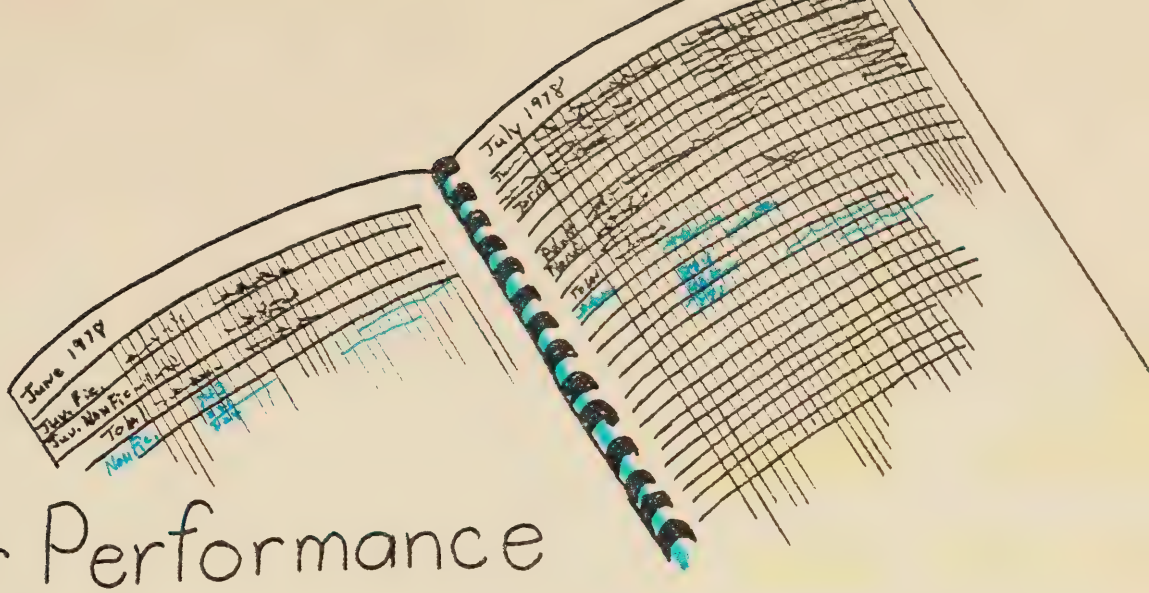
Architects fee.	$ 1,257.00
Library Bureau.	$13,038.00
Clendenin Lumber (carpet)	$ 1,831.00
Clendenin Lumber (workroom)	$ 450.00
Typewriter.	$ 670.00
Calculator.	$ 103.00
Movie Projector	$ 190.00
Drapery	$ 170.00

FUNDING

West Virginia Library Commission.	$17,700.00

Aquarium.	$ 75.00
Art work.	$ 150.00
Chair	$ 62.00
Clock	$ 20.00
Drapery	$ 200.00
Filmstrip Projector (sound)	$ 200.00
New Furnace (heating & cooling)	$ 3,454.00
Plants.	$ 100.00
Vaccume Cleaner	$ 79.00
Radio	$ 70.00

CONTRIBUTIONS AND GIFTS.	$ 4,410.00



Our Performance

BOOK COLLECTION	1977	1978
	2218	3463

CIRCULATION (from Feb. 7, 1978 to Dec. 30, 1978)

Juv. Non. Fic	878
Juv. Fic	2623
Adult Non. Fic.	1543
Adult Fic.	1947
total	6991

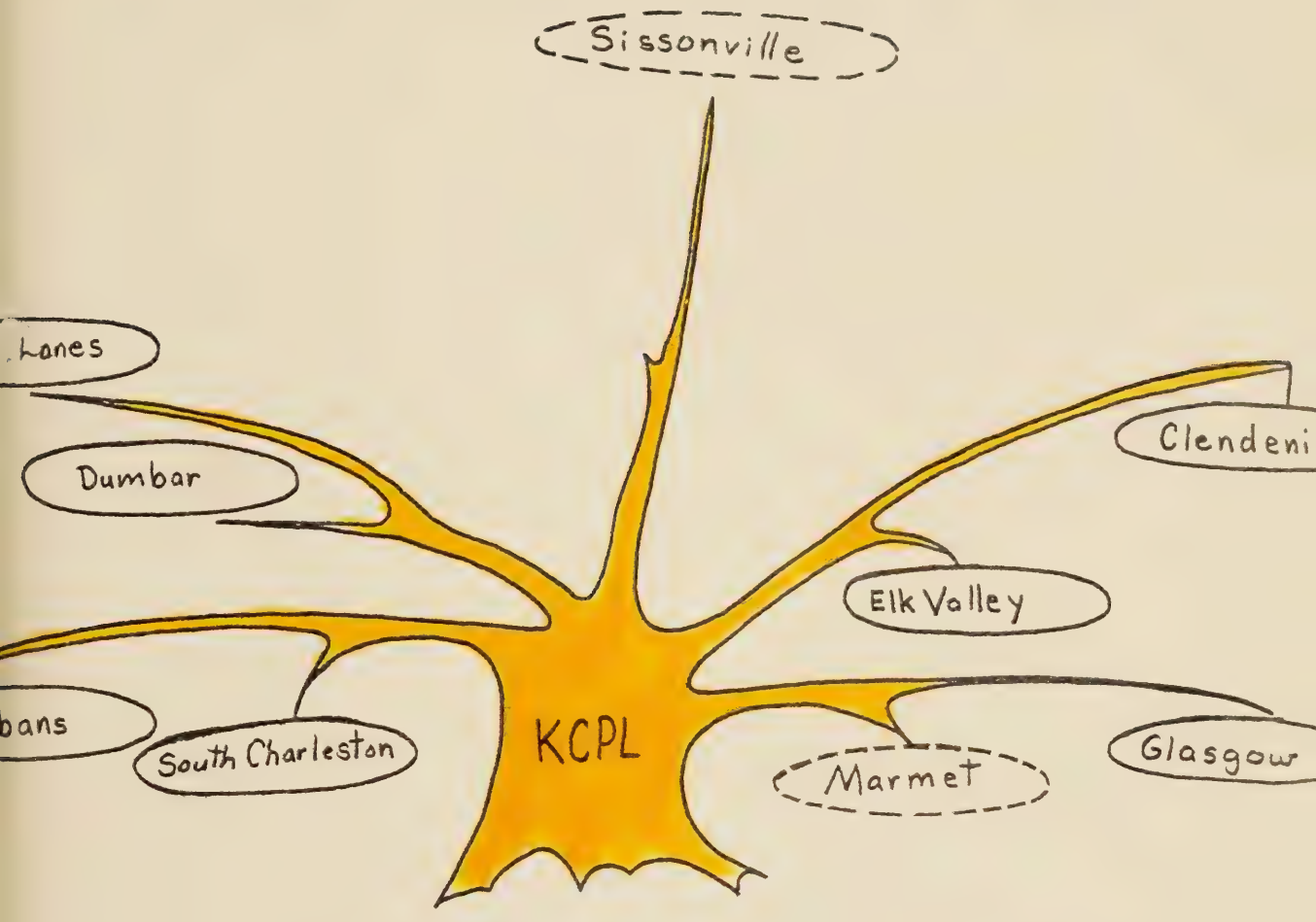
STAFF

		No.
Librarian	Ceta Title I	1
Clerk - Janitor	Manpower (Town of Clendenin)	1
Assistant Clerk	Manpower (Herbert Hoover H.)	3

ANNUAL DONATIONS

Town of Clendenin	$ 2,000.00
Town of Clendenin (Janitorial Service) . .	$ 1,040.00
Weight Watchers ($25.00 per Week)	$ 1,300.00
total . .	$ 4,340.00
Grant in Aid WVLC.	$ 1,725.00
total	$ 6,065.00

What We Need . . .



Branch Status.

3 Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304
KANAWHA COUNTY PUBLIC LIBRARY

March 13, 1979

Letter of Intent

Mr. Arnold W. Hall
Wayne Heating & Air Conditioning
3878 Grapevine Road
Huntington, West Virginia 25701

Dear Mr. Hall:

After Kanawha County Board of Education receives bids and awards a contract for Site Preparation of Flinn Elementary School property, Kanawha County Public Library then intends to award you a Sissonville Instant Library contract for the following:

a)	Building Construction (Bid Proposal #2)	$41,330
b)	Foam Insulation (Alternate #1)	1,050
c)	Exterior Lighting (Alternate #2)	4,295
	Total	$46,675

It is understood and agreed that this letter does not constitute an agreement between us for the above described work. An appropriate agreement in writing between us will be prepared and executed at a later date.

You are not to commence any work on the project until after the written agreement has been executed and we have given you a notice to proceed with the work.

This letter is to express the intent of the Kanawha County Public Library and to invite you to extend your bid guarantee, as recorded above, for an additional 60 days. Mr. Jerry Goff, architect, has spoken with you in this regard and it is my understanding that you would agree to extend.

An early reply would be appreciated.

Sincerely yours,

/s/ Nicholas Winowich

Nicholas Winowich
Director

NW:bh

cc - Jerry R. Goff, AIA

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 4, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 4, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Dr. Bannerot
Mr. Fisher
Mrs. Myerly
Mr. Ray
Dr. Riggleman
Mrs. Smith
Dr. Wallace

Also present was Mr. Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director acted as Secretary. The Secretary reported that a quorum was present.

The minutes of the March 7, 1979 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March, 1979. Included were the following:

1. Mr. Dewey Kuhns was in Charleston General Hospital recovering from surgery and reported doing well. All Library Board Members present expressed best wishes for good health and a quick return to home, office and community affairs.

2. Delivery of the new and exciting purple/pink book-mobile was expected to be made on Friday, April 6, 1979.

3. Microfilming of the Library's book inventory was completed. A total of 295,741 cards were micro-photographed. The estimate was 300,000 cards. The 17 reels, kept off premises and in a safety deposit box, will provide proof of ownership and allow for lower insurance cost.

4. The central air conditioning unit was "overhauled" at a cost of $10,080.00, of which $2,905.00 was paid for parts and materials. The rule of thumb, in preventive maintenance, is to do this sort of major work about every 10 years. The experts, following 11 years of successful operation, recommended that now, winter of '79, was the time.

5. Crystal Ball Gazing

Some library concerns which the staff and Library Board (Long Range Planning Committee) needs to address itself to are noted as follows:

A. Space

Main Library - With addition to present building and/or internal moves.

Cross Lanes - An additional unit may be necessary and desirable sometime soon after fiscal year 1979/1980.

B. Clendenin and Nitro Public Libraries

What to do?

C. A branch library in the City of Charleston

Our present commitment is to complete building installations in Marmet and in Sissonville.

6. Representatives from the Charleston Job Corps, City of Charleston and the Library met on Monday, April 2, 1979 to remind each other of the "getting along with people" project which was successful the last two years. There were very few steps and wall problems and all agreed that an "instant replay" was possible and desirable.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $175,000.00 purchased from the Bank of West Virginia at 9.77% (interest earned $1,405.27) which is due April 26, 1979 and one 30-day Certificate of Deposit for $150,000.00 purchased from the National Bank of Commerce at 9.75% (interest earned $1,202.05) which is due May 3, 1979. Upon motion by Dr. Wallace, seconded by Dr. Riggleman, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $175,000.00 which is due April 26, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $150,000.00 on April 26, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $150,000.00 which is due May 3, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $125,000.00 on May 3, 1979.

Motion carried.

Budget Hearing Before Kanawha County Commission. Dr. Wallace, Chairman, reported that the Library Director, the Assistant Director and

he were present at a public budget hearing session held on Thursday morning, March 15, 1979. Mr. Springer planned to be present. This was not possible since he had to be in Houston, Texas, representing his employer. The Commissioners, Dr. Wallace said, made favorable comments regarding Kanawha County Public Library. Their one concern was for the appointment of a member to the Library Board by the Kanawha County Commission. Discussion followed.

Building Purchase Contract. Mr. Springer suggested, and it was agreed, that the Building Purchase Payment of $28,716.00 (#16 of 20) be delayed from April, 1979 to May, 1979.

Audit of St. Albans Library and Recreation, Inc. Dr. Wallace reported that Kanawha County Public Library was in receipt of a letter and report from Mr. Robert Selbe who audited and examined the financial records of the St. Albans Library and Recreation, Inc. for the period January 1, 1978 to December 31, 1978. The letter reads as follows:

"February 24, 1979

"St. Albans Library and Recreation, Inc.
Board of Directors
St. Albans, West Virginia 25177

"Gentlemen:

"I have examined the cash position of the St. Albans Library and Recreation Commission as of December 31, 1978, and I have made an in-depth examination of the receipts, disbursements, and relating monthly financial statements, relating to the Town Fair and St. Albans Library and Recreation Commission. My examination was made in accordance with generally accepted auditing standards, and accordingly included such test of the accounting records and such other test as I considered necessary in the circumstances.

"In my opinion and from the information given to me, the accompanying financial statements represent fairly the financial position of the St. Albans Library and Recreation Commission, at

December 31, 1978, and the result of its operation for the year then ended, in conformity with generally accepted principals applied on a basis consistent with that of the preceeding year.

/s/ Robert Selbe
Robert Selbe"

Dr. Wallace reported that matter was informational and sent to Kanawha County Public Library as a matter of courtesy. After discussion, and upon motion by Dr. Wallace, seconded by Mrs. Smith, it was moved that the letter and report be received and filed with the minutes of this meeting. Motion carried.

Unexpended Balance. Dr. Wallace reported that there would be an unexpended balance of approximately $15,000.00 in the 1978/1979 budget. After discussion, it was moved by Dr. Wallace, seconded by Dr. Bannerot, and unanimously

RESOLVED, That the unexpended balance be used as needed for operating expenditures and/or other library purposes.

Motion carried.

Xerox Copier. The Assistant Director reported that the Library Board, at its meeting held on October 4, 1978, authorized him to enter into a lease-purchase agreement with the Xerox Corporation for one Xerox 4000 Copier at a cost of $7,658.00 to be paid in 60 monthly installments. Subsequently, Kanawha County Public Library completed four payments, each of which involves a great deal of paper work and clerical time.

Following discussion, upon motion of Dr. Riggleman, seconded by Dr. Wallace it was unanimously

RESOLVED, That the Library Director be authorized to pay the balance due for the Xerox 4000 Copier in the amount of $6,584.14.

Motion carried.

Community Service Committee.

Book Detection System. Mr. Bowman, Chairman, reported that the Community Service Committee met on Monday afternoon, March 19, 1979 with the Library Staff Book Detection Committee to discuss and evaluate the bids received on the Book Detection System and to hear from Mr. Ralph Jones, representing Three M, and Mr. Gil Ratcliffe, representing Check Point. Mr. Bowman stated that the Library had received bids from the following firms:

Bidder	Amount
Check Point	$20,445.00
Three M	26,582.00

After discussion and upon motion by Mr. Bowman, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Kanawha County Public Library accept the bid of $26,582.00 submitted by the Three M Company for installation of a Book Detection System in the Main Library in Charleston.

Motion carried.

Sissonville Construction Project. Mr. Fisher reported that a Letter of Intent was sent to Wayne Heating and Air Conditioning of Huntington, West Virginia. It reads as follows:

"March 13, 1979

"Letter of Intent

"Mr. Arnold W. Hall
Wayne Heating & Air Conditioning
3878 Grapevine Road
Huntington, West Virginia 25701

"Dear Mr. Hall:

"After Kanawha County Board of Education receives bids and awards a contract for Site Preparation of Flinn Elementary School property, Kanawha County Public Library then intends to award you a

Sissonville Instant Library contract for the following:

a)	Building Construction (Bid Proposal #2)	$41,330
b)	Foam Insulation (Alternate #1)	1,050
c)	Exterior Lighting (Alternate #2)	4,295
	Total	$46,675

"It is understood and agreed that this letter does not constitute an agreement between us for the above described work. An appropriate agreement in writing between us will be prepared and executed at a later date.

"You are not to commence any work on the project until after the written agreement has been executed and we have given you a notice to proceed with the work.

"This letter is to express the intent of the Kanawha County Public Library and to invite you to extend your bid guarantee, as recorded above, for an additional 60 days. Mr. Jerry Goff, architect, has spoken with you in this regard and it is my understanding that you would agree to extend.

"An early reply would be appreciated.

"Sincerely yours,

/s/Nicholas Winowich
Nicholas Winowich
Director

"NW:bh"

Subsequently, by letter dated March 26, 1979, Wayne Heating and Air Conditioning, Huntington, West Virginia granted an extension of its bid guarantee for an additional sixty (60) days. The new expiration date is May 31, 1979. The letter reads as follows:

"March 26, 1979

"Kanawha County Public Library

"RE: Letter Intent 3/12/79

"We will extend our bid guarantee for an additional sixty days, on the Sissonville Instant Library.

"Sincerely yours,

/s/Arnold W. Hall
Arnold W. Hall
Wayne Heating & A. C."

Mr. Fisher reported that a meeting was held on March 16, 1979 at Flinn Elementary School persuant to a Library Board Resolution adopted March 7, 1979 (see minutes of that date). Attending were the following persons:

Robert E. Kittle, Superintendent of Schools
David L. Accord, Associate Superintendent, Business
Carl L. Young, Assistant Superintendent
Norma Winter, Principal, Sissonville High School

Arthur Fisher, Joel Stern and Nick Winowich represented Kanawha County Public Library.

Mr. Fisher reported that it was recommended that Kanawha County Schools would do the following:

1. Employ architect to prepare plans and specifications of site grading on Flinn Elementary School property.

2. Engineering costs, if any, would be paid by Kanawha County Schools.

It was recommended that Kanawha County Public Library would do the following:

1. Advertise bids and award site grading contracts.

2. Site grading costs to Kanawha County Public Library and Kanawha County Schools would be proportionate.

3. The site grading project would begin in the Instant Library area and continue from that point.

A time-table of events (legal ads, bid opening, evaluation, award of contract and construction of facility) was proposed. Discussion followed. Afterwards, it was unanimously agreed that Kanawha County Public Library could not commit Kanawha County Schools to the project as recommended. It was suggested, however, that another meeting be held with Kanawha County Schools for the purpose of resolving problems and beginning the project.

Building and Grounds Committee. In the absence of Mr. Smith, Chairman, Mrs. Myerly, member, reported that the Building and Grounds Committee met with Mrs. Carter Giltinan, Director, Charleston Beautification Commission, on Tuesday afternoon, April 3, 1979. The purpose of the meeting, she said, was to consider the proposed installation of paving stone on the Capitol Street sidewalk in front of the Library. A plot plan, literature and sample paving stone were exhibited. Labor costs, new steel curbing and foundation materials would be supplied by the City of Charleston. Mrs. Myerly said that the estimated cost of installation was between $3,500.00 and $4,000.00 to be paid for from unexpended funds.

Following discussion and upon motion of Mrs. Myerly, seconded by Mr. Fisher, it was unanimously

> RESOLVED, That the Library Director be authorized to submit an application to the City of Charleston for the installation of concrete paving stone on the Capitol Street sidewalk at a cost between $3,500.00 and $4,000.00.

Motion carried.

Marmet Construction Project. The President reported that the Library's application for Revenue Sharing Funds which was submitted to Kanawha County Commission on February 28, 1979 (please see minutes of March 7, 1979), included a request of $38,500.00 for the Marmet Library Construction Project. Mr. Springer said that in the event that this part of the application was approved, the Town of Marmet agreed to contribute to Kanawha County Public Library the sum of $7,500.00 which would be used to purchase books. Previously, Marmet had agreed to pay installation, foundation, sewer and electrical costs estimated to be $7,500.00. Discussion followed.

UNFINISHED BUSINESS

Library Board Memberships. The President reported that membership terms of Mr. Kleeman, Mr. Kuhns and Mr. Smith were scheduled to expire on June 30, 1979. He announced that he had appointed a Library Board Membership Committee consisting of Dr. Wallace, Chairman, Dr. Bannerot, Mr. Jacobson and Mrs. Smith to consider and recommend nominations for the Library Board of Directors at the May meeting. Dr. Wallace said that a meeting of the Committee would be held on Wednesday, April 25, 1979, at 4:00 p.m. in the Board Room of the Library.

NEW BUSINESS

Personnel Matters. Mr. Stern reported that he and the Library Director discussed frequently, several years ago and again recently, the possibility of reducing staff working time from 40 hours weekly to 37½ weekly. He said that the 37½-week was common practice among most of our peers - Board of Education, Library Commission, Civil Service and Kanawha County Commission. The State of West Virginia is in an ambiguous situation. About half of its employees are on a 37½ hour weekly schedule and the remaining work force is on a 40-hour weekly schedule. The City of Charleston employees continue to work on a 40-hour weekly schedule. Following discussion, the matter was referred to the Personnel Committee for consideration.

The President appointed Dr. Bannerot to the Personnel Committee and invited him to serve as Chairman. Mr. Snyder is ill and unable to serve.

Approval of Bills. The Library Director submitted Book Bills List No. 262 ($26,134.34) and General Bills List No. 262 ($41,475.07) duly certified and approved in accordance with the Bylaws, and on motion by

Mrs. Brown, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 261 ($232.10) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

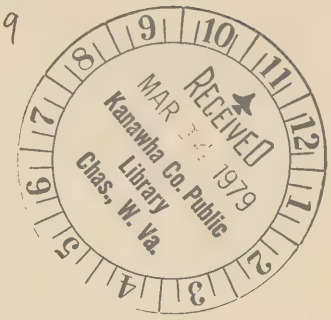
There being no further business, the meeting on motion adjourned.

Donald C. Lorenzi
President

Nicholas Winovich
Secretary

BOB SELBE BUSINESS SER.
314 THIRD AVENUE
ST. ALBANS, WV 25177

February 24, 1978 9



St. Albans Library and Recreation, Inc.
Board of Directors
St. Albans, west Virginia 25177

Gentlemen:

I have examined the cash position of the St. Albans Library and Recreation Commission as of December 31, 1978, and I have made an in-depth examination of the receipts, disbursements, and relating monthly financial statements, relating to the Town Fair and St. Albans Library and Recreation Commission. My examination was made in accordance with generally accepted auditing standards, and accordingly included such test of the accounting records and such other test as I considered necessary in the circumstances.

In my opinion and from the information given to me, the accompanying financial statements represent fairly the finincial position of the St. Albans Library and Recreation Commission, at December 31, 1978, and the result of its operation for the year then ended, in conformity with generally accepted principals applied on a basis consistent with that of the preceeding year.

Robert Selbe

ST. ALBANS LIBRARY AND RECREATION, INC.
FINANCIAL STATEMENTS
DECEMBER 31, 1978

Bank of St. Albans:		
Checking account (adj. bal.)	$ 9,588.42	
Thrift Savings Account--90 days	13,341.67	
Certificate of Deposit-- 1 year	13,424.54	$36,354.63
Citizens National Bank:		
Certificate of Deposit-- 2 year		12,944.60
Charleston federal savings &loan Co.		1,000.00
Total Finances		$50,299.23

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THRIFT SAVINGS

Bank of St. Albans:		
Balance January 1, 1978		$12,711.45
Add interest-- March	$ 172.39	
June	108.10	
Sept.	167.30	
Dec.	182.43	630.22
Balance December 31, 1978		$13,341.67

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1-Year Certificate of Deposit

Bank of St. Albans:		
Balance January 1, 1978		$12,647.44
Add interest--March	$ 189.71	
June	193.56	
Sept.	195.45	
Dec.	198.38	777.10
Balance December 31, 1978		$13,424.54

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2-Year Certificate of Deposit

Citizens National Bank:	
Balance January 1, 1978	$12,944.60
No increase or decrease.	
Interest deposited Charleston Fed. Savings & Loan	
Balance December 31, 1978	$12,944.60

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Charleston Federal Savings and Loan CO.	$ 1,000.00
Account opened Sept. 19, 1978	
No increase or decrease in account.	

ST. ALBANS LIBRARY AND RECREATION, INC.
RECEIPTS AND DISBURSEMENTS
FISCAL YEAR 1978

CEIPTS:			
TOWN FAIR			$27,917.83
CITY OF ST. ALBANS			12,585.50
DONATIONS			40.00
COPY MACHINE			2,773.85
RENTAL PROPERTY			1,809.00
TOTAL RECEIPTS FROM OPERATIONS			$45,126.18
TRANSFERED FROM SAVINGS			5,000.00
TOTAL LIBRARY RECEIPTS			$50,126.18
**********			
BURSEMENTS:			
TOWN FAIR		$17,600.52	
KANAWHA COUNTY LIBRARY		13,179.50	
RENTAL PROPERTY:			
Property tax	$ 652.87		
Repairs	1,552.02	2,204.89	
OFFICE SUPPLIES AND POSTAGE		30.00	
INSURANCE		743.00	
COPY MACHINE SUPPLIES		818.48	
PMTS. HANSFORD REC. CENTER		2,002.00	
DISCRETIONARY FUND		3.20	
DEVELOPMENT PROGRAM FUND		616.09	
SUNDAY PERSONNEL AND F.I.C.A.		1,673.62	
MISCELLANEOUS EXPENSE		192.91	
TOTAL EXPENSES			39,064.21
NET OPERATING INCOME			$11,061.97
OTHER INCOME (INTEREST)			1,792.96
			$12,854.93
TRANSFERED TO SAVINGS			5,999.90
TOTAL RECEIPTS OVER DISBURSEMENTS			$ 6,855.03

ST. ALBANS TOWN FAIR
INCOME STATEMENT
DECEMBER 31, 1978

OSS RECEIPTS:			$27,917.83
Withdrawl from savings			5,000.00
Total receipts			$32,917.83
SBURSEMENTS:			
Conklin Amusement Rides		$5,728.45	
Scaffolding		299.99	
Supplies for booths and midway		845.80	
Prizes for games		1,348.87	
Entertainment--band		200.00	
Ballons		320.49	
Hellium for ballons		177.03	
Food purchases		908.72	
Cola purchases		1,104.50	
Ice purchases		400.00	
Advertising expense		884.20	
Fireworks display		1,015.00	
Prizes:			
1st place-parade	$ 50.00		
2nd place-prade	30.00		
3rd place-parade	10.00	90.00	
Miss TOWN FAIR CONTEST:			
Supplies	76.01		
Prizes	93.75		
Trophies	50.15		
Trip for contestants	300.00		
Scholarship	500.00	1,115.16	
Water and temp. hookup fees		183.99	
Electrical materials		70.89	
Sanitation		400.00	
Security protection		464.00	
Grounds Maint.		100.00	
Auction expense		829.25	
Postage and mailing supplies		98.28	
Paid to clubs and organizations		750.00	
Equip. purchases and repairs		218.00	
Miscellaneous expense		47.90	
tal Expenses			17,600.52
Gross profit from operation			$15,317.31
Less amount returned to savings			5,000.00
NET PROFIT FROM OPERATIONS			$10,317.00

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 9, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 9, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Brown
Dr. Harper
Mr. Ray
Dr. Riggleman

Also present was Mr. Joel Stern, Assistant Director.

In the absence of the President, Dr. Wallace, First Vice-President, presided.

Tribute to Walter F. Snyder. A moment of silence was observed in memory of Mr. Walter F. Snyder, member. Afterwards, a memorial resolution was read by Dr. Wallace.

Resolution on the Life and Service to the Library of Mr. Walter F. Snyder. Upon motion by Dr. Riggleman, seconded by Dr. Harper, the following resolution was adopted unanimously:

WALTER FRANKLIN SNYDER

WHEREAS, It is with deep sorrow and profound regret that we record the passing of Walter F. Snyder on April 19, 1979; and

WHEREAS, Walter F. Snyder, a friend and colleague, who served his community and this institution with respect, honor, devotion and enthusiasm; and

WHEREAS, Walter F. Snyder rendered distinguished service to Kanawha County Public Library as a member of its Board of Directors from October, 1964 until his death; and

WHEREAS, Walter F. Snyder served faithfully and productively as President, Library Board of Directors from July 1, 1976 to June 30, 1978; and

WHEREAS, The wise counsel, practical judgement and good will of Walter F. Snyder will be missed by his colleagues on this Library Board; and

WHEREAS, In this the first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression of its sense of loss; and

IT IS HEREBY RESOLVED, That this resolution of tribute and remembrance be spread upon the minutes of this meeting and that a copy be transmitted to the family of Walter F. Snyder, to whom we extend sincere and heartfelt sympathy.

The Library Director acted as Secretary. The Secretary reported that a quorum was present.

The minutes of the April 4, 1979 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of April, 1979. Included were the following:

1. Summer '79 Reading Club literature was distributed to members present. Other members would receive their material consisting of a certificate, book mark, button and reading record card, with the minutes of this meeting.

2. Carpet installation in the Dunbar Branch Library auditorium is expected to be completed during the week of May 14, 1979.

3. Colored photographs of the new pink and lavender Bookmobile, on exhibit in the Promenade for a special Open House held on April 14, 1979, were shown to the members present.

4. Grant-In-Aid funds appropriated by the State of West Virginia were improved from $1.35 per capita ($287,795.00) to $1.50 per capita ($319,773.00).

5. Resignations:

   a) Helen B. Miller, St. Albans Branch Librarian, effective June 30, 1979. Retirement.

   b) Mary Amstutz, Extension Department, effective June 15, 1979. Assistant Archivist, Goshen, Indiana College.

   c) Luann Toth, Boys and Girls Department, effective May 31, 1979. Children's Librarian, Summit, New Jersey, Public Library.

6. Telephone bid specifications were expected to be completed in time for legal advertisement purposes and were scheduled to appear in both Charleston newspapers on May 16, 1979 and May 23, 1979. The present system would be replaced and improved.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $150,000.00 purchased from the Bank of West Virginia at 9.79% (interest earned $1,247.22) which is due May 28, 1979 and one 30-day Certificate of Deposit for $125,000.00 purchased from the Community Banking and Savings of Dunbar at 9.64% (interest earned $1,072.00) which is due June 4, 1979. Upon motion by Dr. Riggleman, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $150,000.00 which is due May 28, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $100,000.00 on May 28, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $125,000.00 which is due June 4, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $100,000.00 on June 4, 1979.

Motion carried.

Purchase Agreement - Sixteenth Payment. Dr. Wallace reported that the sixteenth of twenty payments of $28,716.85 (of which $5,032.85 is interest and $23,684.00 is for principal) was due and payable on June 1, 1979 to General Services Administration, Region III. Following discussion, it was moved by Mr. Ray, seconded by Dr. Harper, that the said payment be made. Motion carried.

West Virginia Library Commission Special Grants for 1979.

Special Grant Request. Dr. Wallace, Chairman, Budget Committee, reported that Kanawha County Public Library submitted its Special Grant Request of $50,334.00 to West Virginia Library Commission. By letter dated April 24, 1979, Frederic J. Glazer, Director, West Virginia Library Commission notified Kanawha County Public Library that a Special Grant of $23,239.00 was approved. The amounts and purposes are listed as follows:

Grant Approved	Purpose
$ 2,200.00	Funds to purchase coin operated copying machine for Nitro
1,000.00	Funds to inaugurate collection of "English as a Second Language" for foreign born population
2,800.00	Funds to enlarge large type collection and business and industry collection
2,000.00	Funds to promote use of collection of audio cassettes which will complement phonograph records
1,000.00	Funds to inaugurate collection of video cassettes
1,500.00	Funds to enlarge existing collection of NY Times on Microfilm from 1932-1938
2,000.00	Funds to purchase microfilm reader/ printer for Dunbar
1,700.00	Coin operated copying machine for Sissonville
475.00	16mm projector for Sissonville
200.00	Additional microfiche reader for ILL at KCPL
900.00	Phonograph and cassette equipment for Main Library and Sissonville
1,100.00	Funds to produce several story telling workshops for area librarians and staff
1,934.00	Funds to improve and strengthen puppet/ marionette productions for Main Library and inaugurate programs at Branches
480.00	Funds to provide materials and supplies for children's craft programs
1,750.00	Funds to purchase books for Clendenin
2,200.00	Funds to purchase coin-operated copy machine for Clendenin
$23,239.00	
21,173.00	HOSPITALIZATION FOR ALL ELIGIBLE EMPLOYEES
$44,412.00	

Following discussion, upon motion by Dr. Riggleman, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign and accept the West Virginia Library Commission Grant Document.

Employee Hospitalization Insurance Grant. Dr. Wallace, Chairman, Budget Committee, reported that West Virginia Library Commission, at its meeting held on Monday, April 16, 1979, awarded to Kanawha County Public Library an Employee Hospitalization Insurance Grant of $21,173.00. Discussion followed. Afterwards, it was moved by Mr. Ray, seconded by Dr. Harper, that the matter be referred to the Special Resources Committee (Mr. Fisher, Chairman; Dr. Bannerot and Mrs. Myerly) for consideration.

Municipal Bond Commission. Dr. Wallace, Chairman, Budget Committee, reported that the State of West Virginia Municipal Bond Commission served previously as investment agent for Kanawha County Public Library. Because Kanawha County Board of Education presently serves that purpose and function, he said, the account with the Municipal Bond Commission was closed and Kanawha County Public Library was in receipt of a final interest payment of $1,678.01.

Building and Grounds Committee. The Library Director made a progress report on the Capitol Street paving stone project. It appeared, he said, that the three properties nearest Virginia Street (present occupants: Cheers, Mann Jewelers and One Hour Martinizing) would not participate in the project promoted by the City of Charleston and its Municipal Beautification Commission. KB&T, the Library Director said, remained in a "holding pattern" because of what it considered to be an expensive project.

Community Service Committee.

Marmet Outpost Library Project. The Library Director made a progress report on the Marmet Outpost Library Project. The Chessie System, he said, rejected a proposal to deed the railroad site to the Town of Marmet or Kanawha County Public Library. Subsequently, in conversation with Mayor Sutphin, the Town of Marmet would agree to purchase the proposed site from the Chessie System for $24,000.00. The offer has been tendered. There has been no response as of this date. Discussion followed.

Sissonville Instant Library Project. In the absence of Mr. Fisher, the Library Director reported that the Library prepared an Invitation to Bid which was scheduled to appear in The Charleston Gazette and The Charleston Daily Mail on May 2, 1979 and May 9, 1979 for site preparation work. He stated that the Board of Education of the County of Kanawha also prepared an Invitation to Bid which was scheduled to appear on the same dates. Opening of school and library bids, he said, were scheduled for Thursday, May 17, 1979 at 2:00 p.m. in the Board of Directors Room.

Personnel Committee. The Library Director reported that he and members of the staff interviewed several applications for the position of Sissonville Branch Librarian. He submitted the application of Mrs. Daisy Stemple. The Library Director presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Mr. Ray, seconded by Dr. Riggleman, it was

RESOLVED, That Mrs. Daisy Stemple be appointed Sissonville Librarian, effective May 1, 1979 at an annual salary of $9,720.00.

Motion carried.

The Library Director also presented the application of Mr. Dennis Heritage as Extension Librarian. He presented a brief review of his educational, professional and personal qualifications. Following discussion and upon motion by Dr. Riggleman, seconded by Mrs. Brown, it was

RESOLVED, That Mr. Dennis Heritage be appointed Extension Librarian, effective June 1, 1979 at an annual salary of $10,680.00.

Motion carried.

Change in Work Week from 40 hours weekly to 37½ hours weekly. Dr. Riggleman, Member, Personnel Committee, reported that the committee met on Tuesday, May 8, 1979 for the purpose of considering a proposal to reduce working time of full-time, salary employees from 40 hours weekly to 37½ hours weekly.

Following discussion, upon motion by Dr. Riggleman, seconded by Dr. Harper, it was unanimously

RESOLVED, That all full-time salary employees, effective July 1, 1979, will work 37½ hours weekly in a period of 5 days.

Motion carried.

Library Board Membership. Dr. Wallace, Chairman, reported that the Library Board Membership Committee met on April 25, 1979 for the purpose of recommending nominations for the Library Board of Directors. Mr. Dewey E. S. Kuhns, Mr. James C. Smith and Mr. Sydney M. Kleeman are members whose terms were scheduled to expire June 30, 1979.

Dr. Wallace stated that Mr. Kleeman chose not to be renominated. The Committee recommended that the following be nominated (i) Mr. Dewey E. S. Kuhns for a term of six (6) years beginning July 1, 1979, ending June 30, 1985, (ii) Mr. James C. Smith for a term of six (6) years

beginning July 1, 1979, ending June 30, 1985, and (iii) Mr. William Cheshire for a term of six (6) years beginning July 1, 1979, ending June 30, 1985.

Dr. Wallace also reported that the Membership Committee recommended that the following be nominated to be members of the Board of Directors of Kanawha County Public Library to-wit: (i) Mr. T. D. Kaufelt, Attorney at Law, to fill the unexpired term of the late Walter F. Snyder which ends June 30, 1983; and (ii) Mrs. Carole Glaser, Charleston Job Corps, to fill the unexpired term of Mr. Forest J. Bowman which ends June 30, 1981. The Library Director was instructed to report the said nominations to The Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

NEW BUSINESS

American Library Association Annual Conference. Dr. Wallace reported that the Annual Conference of the American Library Association would be held in Dallas, Texas, June 22-30, 1979. Following discussion, upon motion by Mrs. Brown, seconded by Dr. Harper, it was unanimously

RESOLVED, That expenses, not to exceed $2,500.00, be paid for attendance at the American Library Association Annual Conference scheduled to be held in Dallas, Texas, on June 22-30, 1979; and

RESOLVED FURTHER, That the following persons are authorized to attend: Library Director, Library Board Member, Assistant Library Director and two staff members.

Motion carried.

Raleigh County Public Library. Mr. Stern reported on the sequence of recent events at the Raleigh County (Beckley) Public Library in connection with the use of its public meeting room by the Revolutionary Workers

Party. The Revolutionary Workers Party, a Maoist communist splinter, obtained an injunction from Federal Court, after the Library had withdrawn its previously granted permission. Since these events, the Raleigh County Public Library has adopted a written policy for use of its public meeting room that is similar to ours, i.e., barring use of library space by organized political parties or by sectarian religious organizations.

Mr. Stern stated that Kanawha County Public Library's policies were under review by a committee headed by Rev. Bannerot.

Approval of Bills. The Library Director submitted Book Bills List No. 263 ($19,545.36) and General Bills List No. 263 ($77,094.69) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 262 ($189.73) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

First Vice-President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 29, 1979

A Special Meeting of the Board of Directors of Kanawha County Public Library was held on Tuesday, May 29, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mr. Bowman
Mrs. Brown
Mr. Fisher

The President called the meeting to order and served as Chairman of the meeting and the Library Director served as Secretary of the meeting.

The Chairman stated that the Special Meeting had been called for the purpose of awarding Sissonville Instant Library Site Preparation and Building Construction Contracts to low bidders.

The Secretary reported that a notice of Special Meeting had been given in accordance with the Bylaws and that a quorum was present. It was ordered that a copy of the notice of the Special Meeting be attached to the minutes of the meeting.

Sissonville Instant Library Site Preparation. The Library Director reported the following:

1. Sissonville Instant Library Site Preparation BID OPENING was held on Thursday afternoon, May 17, 1979 at 2:00 p.m. in the Board Room of Kanawha County Public Library.

2. Bid tabulations are recorded as follows:

BID TABULATION
SITE PREPARATION
INSTANT LIBRARY
SISSONVILLE, W. VA.

Wilson & Goff, Associated Architects — May 17, 1979 at 2:00 p.m.

BIDDERS	Bid Bond	BASE BID	ADDITIONAL FILL $/Sq. Yd.
BESIM CONSTRUCTION CO. Huntington, W. Va.	X	$18,428.24	$3.94
GREEN MOUNTAIN CO. Charleston, W. Va.			
H & D CONSTRUCTION Nitro, W. Va.			
CHARLES O. MOLES Elkview, W. Va.	X	$30,000.00	$5.00
ROVER CONSTRUCTION CO. St. Albans, W. Va.	X	$16,800.00	$5.00
ELMER WALKER CONSTRUCTION CO. Charleston, W. Va.	X	$22,000.00	$3.00
WAYNE HEATING & AIR CONDITIONING Huntington, W. Va.			

Following discussion, upon motion by Mr. Fisher, seconded by Mr. Bowman, it was unanimously

RESOLVED, That Kanawha County Public Library accept the proposal submitted by Rover Construction Co., for Sissonville Instant Library Site Preparation at the low bid of $16,800.00.

Motion carried.

The Library Director announced that Kanawha County Public Library would receive a Partnership Grant from the State of West Virginia in an amount not to exceed $10,000.00. After discussion, the Library Director was authorized to receive $9,900.00 on behalf of Sissonville Instant Library project.

Mr. Bowman, Mr. Fisher and the Library Director reported on the Building Construction low-bid proposal submitted on January 31, 1979 and extended to May 31, 1979 by Wayne Heating and Air Conditioning. After discussion, upon motion by Mr. Fisher, seconded by Mr. Bowman, it was unanimously

RESOLVED, That Kanawha County Public Library accept the proposal submitted by Wayne Heating and Air Conditioning for the following:

Base Bid		$41,330.00
Alternate # 1 Foam Insulation	ADD	1,050.00
Alternate # 2 Exterior Lighting	ADD	4,295.00
Alternate # 3 Plants and Planting	ADD	3,155.00
Total Contract Amount		$49,830.00

On motion duly made, seconded and carried the meeting adjourned.

Donald J. Spencer
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 6, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 6, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mrs. Brown
Dr. Harper
Mr. Ray
Dr. Riggleman

Also present was Mr. Joel Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director acted as Secretary. The Secretary reported that a quorum was present.

The minutes of the May 9, 1979 regular meeting were approved.

The President distributed copies of the minutes of the Special Meeting held on May 29, 1979. Afterwards, the minutes of the May 29, 1979 special meeting were approved.

Correspondence. The Secretary reported that the Library was in receipt of a letter from Kanawha County Schools, which reads as follows:

"May 31, 1979

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At a regular meeting of the Kanawha County Board of Education on Thursday, May 17, 1979, the following individuals were approved

to serve as members of the Kanawha County Public Library Board of Directors:

Mr. Dewey S. Kuhns
Mr. James C. Smith
Mr. William P. Cheshire
Mr. T. D. Kaufelt
Mrs. Carole Glasser

"These appointments were in compliance with the resolution adopted by the Library Board of Directors at its meeting held on Wednesday, May 9, 1979, and in accordance with your request of May 10, 1979.

"Should vacancies occur in the future, members of the Kanawha County Board of Education desire to share in the selection of nominees to serve as members of the Kanawha County Public Library Board. You may wish to refer back to a letter of June 17, 1977, from Mr. John F. Santrock in which he advises of the Board's expressed desire to cooperatively appoint members to the Library Board. For your convenience, enclosed are a copy of the June 17 letter and a copy of Board of Education Memo #298-78/79 which was submitted to the Board for approval.

"If I may provide additional information, please do not hesitate to communicate with me.

"Sincerely yours,

/s/ Robert E. Kittle
Robert E. Kittle
Superintendent of Schools

"REK/bje
Enclosures
cc: Board of Education Members"

The Santrock letter of June 17, 1977 and the Board of Education Memo #298-78/79 are filed with the minutes of this meeting.

There was discussion on the Board of Education's "desire to share in the selection of nominees to fill vacancies on the Kanawha County Public Library Board."

Library Director's Monthly Report. No oral report was given by the Library Director. A report would be prepared and mailed to each Library Board Member.

Reports of Committees.

Community Service Committee.

Sissonville Instant Library Construction Project. In the absence of Mr. Bowman, Chairman, the Library Director announced the following:

a. Sissonville Instant Library Groundbreaking Ceremony would be held on Friday morning at 10:00 a.m., June 8, 1979. Governor Rockefeller was the scheduled speaker. All Library Board members were invited to attend.

b. Sissonville Library Board scheduled its second annual 4th of July Festival to begin promptly at 10:00 a.m. A special ceremony would be conducted at the construction site. All Library Board members are invited to attend.

The Library Director reviewed the Sissonville Instant Library Site Preparation proposals for the purpose of reminding the Library Board that the Charles O. Moles bid was in error. The Company had placed the wrong cost figures on its bid documents. For example, the library project was recorded at $30,000.00 and the Board of Education project, to prepare all of the remaining Virgil Flinn property, was recorded at only $12,000.00.

The Library Director announced that a State of West Virginia Partnership Grant, not to exceed $10,000.00, was anticipated.

There was discussion afterwards.

Marmet Outpost Library Construction Project. The Library Director reported that Chessie System presented a purchase offer agreement to the Town of Marmet in 1977. The proposal was for 0.482 acre property at a total cash consideration of $27,000.00. The sale was not consummated. Subsequently, a counter proposal offering $24,000.00 was extended in 1979. There has been no action. The Library Director and Chairman, Community Service Committee, agreed to sponsor a meeting, in Charleston, involving representatives of Marmet, Chessie System and Community Service Committee. Discussion followed.

Budget Committee. In the absence of Dr. Wallace, Chairman, Mr. Stern reported that Kanawha County Public Library owns one 30-day Certificate of

Deposit for $100,000.00 purchased from the Community Banking and Savings of Dunbar at 9.70% (interest earned $808.33) which is due June 28, 1979 and one 31-day Certificate of Deposit for $100,000.00 purchased from the Community Banking and Savings of Dunbar at 9.70% (interest earned $835.28) which is due July 5, 1979. Upon motion by Dr. Riggleman, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $100,000.00 which is due June 28, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $125,000.00 on June 28, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to re-invest the 31-day Certificate of Deposit in the amount of $100,000.00 which is due July 5, 1979.

Motion carried.

Financial Report: A Summary. Mr. Springer reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1979. An approximate amount of $166,853.00 of non-appropriated receipts were identified, explained and are recorded as follows:

Interest earned on investments	$ 24,715
Kanawha County Commission - Revenue Sharing	5,182
State of W. Va. - Additional Basic Grant-In-Aid	53,296
State of W. Va. - Hospitalization Grant - (1978 and 1979)	42,346
Refunds on utilities and other vendors	4,298
Sale of Bookmobile	3,151
State of W. Va. - Special Grant - F & E, books, etc.	17,214
State of W. Va. - Win Program and Vocational Rehabilitation	1,181
State of W. Va. - Books for Sissonville	10,000
State of W. Va. - Elk Valley Construction	379

State of W. Va. - Sissonville Construction Project	1,050
Amount over and above Miscellaneous Receipts	1,776
Dunbar Public Library - for rug	383
St. Albans - Sunday Service	1,882
	$166,853

Most of these funds, he said, were committed. The balance was to be expended upon recommendation of the Special Resources Committee (Mr. Fisher, Chairman; Dr. Bannerot, Mrs. Myerly).

Outstanding Checks. Mr. Springer reported that the firm of Arnett and Foster, Certified Public Accountants, reported that certain outstanding checks, issued in previous years, should be cancelled with the proviso that they may be reissued should valid claims arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check No.	Amount
6/20/78	Jamie R. Chenoweth	416506	$ 2.50
6/20/78	Jo Ann Rich	416540	.95
8/8/78	Carla Lynn Edens	416804	2.25
8/22/78	Susan Greene	417159	.35
11/16/78	Arjay Gruspe	417684	2.80
11/16/78	Donald F. Springer	417737	13.50
12/12/78	Joe M. Biddle	417836	4.75

After discussion, it was moved by Dr. Bannerot, seconded by Mrs. Anderson that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Audit for Fiscal Year 1978/1979. The President reviewed the State Tax Commissioner's directives concerning the appointment of private auditors by the State Tax Commissioner to conduct post-audits of all non-tax levying funds. The Library Director submitted the names of four certified public accounting firms and four registered public accounting firms. They are listed

in alphabetical order as follows:

Certified Public Accounting Firms

Arnett and Foster
Ernst and Ernst
Howell and Paterno
Hurdman and Cranstoun

Registered Public Accountants

Edward L. Bibbee
Clendenin and Clendenin
Rice and Rice, Inc.
Rollins, Cleavenger and Rollins

Following discussion, it was moved by Mrs. Brown, seconded by Dr. Harper that the names as submitted be approved and that the Library Director be authorized to forward the information to the State Tax Commissioner regarding post-auditing which is for the period ending June 30, 1979. Motion carried.

Building and Grounds Committee.

Telephone Bid Opening. Dr. Bannerot, on behalf of the Building and Grounds Committee, reported that two bids were opened June 4, 1979 for a telephone system for the Main Library in response to legal advertisement which appeared in The Charleston Gazette and Charleston Daily Mail on May 16, 1979 and May 23, 1979, respectively.

The bids received were:

C & P Telephone Company - Initial outlay of $6,825.55 with ongoing equipment rental and line charges at annual cost of $10,729.80, at current rates.

Telecom Corporation - Initial outlay of $19,392.00 with ongoing line charges at annual cost of $2,331.60 (at current rates) payable to C & P, plus maintenance contract cost, beginning the second year, at $633.60, payable to Telecom.

Dr. Bannerot said that the Committee recommended that the bid be awarded Telecom because the Telecom annual out-of-pocket cost would be less than the

C & P out-of-pocket cost after the first year and would be substantially less than C & P over a 15-year period.

Mr. Stern explained the difference in initial outlay by the fact that the customer leases equipment from C & P as against purchasing it from Telecom. Mr. Stern said further that, in his opinion, the marginal superiority of C & P's proposed system and the proven excellence of its service were not great enough to justify the substantial difference in overall costs over the expected life of the installation.

Dr. Bannerot moved, seconded by Mrs. Brown, the purchase of an "Electra 28" telephone system from Telecom Corporation for $19,392.00, plus an appropriate maintenance contract, as bid. Motion carried.

Paving Stone Installation on Capitol Street. Mr. Smith, Chairman, reviewed the Library's Paving Stone project: its purpose, cost and scope. Encouraged by the City of Charleston, which agreed to do the installation of paving stone on Capitol Street, Kanawha County Public Library, Kanawha Banking and Trust (their cost was bid at $12,170.00) and, perhaps, One Hour Martinizing were in agreement on the project. Following discussion, upon motion by Mr. Smith, seconded by Mrs. Brown it was unanimously

RESOLVED, That Kanawha County Public Library accept the proposal of $5,161.00 submitted by H. B. Agsten and Sons, Inc. to furnish all labor, material and equipment to remove existing concrete walk on Capitol Street from the Kanawha Banking and Trust property line on the south to the curb on Quarrier Street.

RESOLVED FURTHER, That the sub grade would be brought to an elevation to receive paving stones furnished by H. B. Agsten and Sons, Inc., and installed by the City of Charleston without charge to Kanawha County Public Library.

Motion carried.

Personnel Committee. The Library Director recommended the transfer of Miss Frances Louise Gerard from Chief, Reference Department to Assistant Reference Librarian; and, Miss June Robertson Martin from Assistant Reference Librarian to Chief, Reference Department. The proposal, he said, was agreed to by the Librarians involved and is in compliance with the Report of the Special Committee For the Study of the Survey, December 11, 1973, which stated that "all department heads should serve on a rotation system." Following discussion it was unanimously

RESOLVED, That the personnel Transfer as presented and recommended by the Library Director be approved; and,

RESOLVED FURTHER, That the salary of Miss Frances Louise Gerard, effective July 1, 1979, remain at $15,780.00 unless reduced; and

RESOLVED FURTHER, That the salary of Miss June Robertson Martin, effective July 1, 1979, be $14,784.00.

Motion carried.

Helen Bartlett Miller Retirement. Mr. Springer spoke of Mrs. Miller's twenty years of continuous service to Kanawha County Public Library; its patrons, purposes and functions. A special, hand lettered plaque will be presented to Mrs. Miller from the Library Board in recognition of her long and faithful service. It reads as follows:

HELEN BARTLETT MILLER
KANAWHA COUNTY PUBLIC LIBRARY
1959 - 1979

FOR LONG AND FAITHFUL SERVICE

(Signed)
Donald F. Springer, President

(Signed)
Leonard Riggleman, Member, Board of Directors

(Signed)
Nicholas Winowich, Library Director

June 6, 1979

NEW BUSINESS

Change of Annual Meeting Time. Mr. Springer announced that the Annual Meeting would be held on Friday, July 6, 1979, in The John V. Ray Room beginning at 2:00 p.m. Guests would include and be not limited to the following:

1. Members of Kanawha County Board of Education
2. Members of Kanawha County Commission
3. Mayor and Council members of City of Charleston
4. Branch Library Board members
5. Department Heads and Branch Librarians

Discussion followed.

Nominating Committee - Election of Officers. The President appointed a Nominating Committee consisting of Mr. Bowman, Chairman, Mr. Ray and Dr. Harper to consider and recommend nominations for the election of officers for 1979/1980.

Puppeteers of America Conference, Kent State University. The Library Director reported that a conference sponsored by the Puppeteers of America would be held on August 12-18, 1979. He asked for authorization to send Miss Joellen Risacher, St. Albans Children's Librarian. After discussion, and upon motion by Mrs. Anderson, seconded by Mr. Smith, it was

RESOLVED, That the expenses of Joellen Risacher not to exceed $200.00 to be paid for attendance at the Puppeteers of America Workshop.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 264 ($40,793.17) and General Bills List No. 264 ($19,138.10) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 263 ($79.05) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Smith, and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Brodart, Inc.	$132.00
Highsmith Company, Inc.	139.26
	$271.26

The motion was seconded by Mrs. Anderson, and, upon a vote being taken, it was carried.

Approval of Bills from Outpost Library Project. Mrs. Brown moved that the payments as submitted be approved. They are recorded as follows:

Cabell County Public Library	$3,372.57

The motion was seconded by Mrs. Anderson, and, upon a vote being taken, it was carried.

Approval of Bills from Sissonville Library. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Charleston Newspapers	$ 37.60
R. L. Wilson - Jerry R. Goff Associated Architects	170.00
	$207.60

The motion was seconded by Mrs. Anderson, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Ronald J. Springer
President

Nicholas Winovich
Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

JULY 6, 1979

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 6, 1979 at 2:00 p.m. in The John V. Ray Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mr. Bowman
Mr. Cheshire
Mrs. Glasser
Dr. Harper
Mr. Jacobson
Mr. Ray
Mrs. Smith
Mr. Smith

Also present was Mr. Stern, Assistant Director.

Special Annual Meeting invitations were mailed to community representatives. In the absence of any official count, it was estimated that approximately 25 persons attended. Their reactions to the meeting and its theme of "Getting to Know Us" were positive and informative. Refreshments were served following adjournment of meeting. Afterwards, the group reassembled to hear department heads speak of purposes, functions and programs.

The President welcomed Mrs. Carole Glasser, who was appointed to the Library Board to fill the unexpired term of Forest J. Bowman which ends June 30, 1981, and Mr. William P. Cheshire who was appointed to the Library Board for a six-year term effective July 1, 1979.

Mr. Springer, President, presided. The Library Director served as Secretary.

The minutes of the June 6, 1979 meeting were approved.

Correspondence. The Secretary reported that the Library was in receipt of a letter from Forest J. Bowman which reads as follows:

"June 15, 1979

"Donald F. Springer, President
Kanawha County Public Library
Summers Street
Charleston, West Virginia 25301

"Dear Mr. Springer:

"Please accept my resignation as a member of the Board of Trustees of the Kanawha County Public Library effective July 15, 1979. I am submitting this resignation, as you know, because I will be moving to Morgantown and joining the faculty of the College of Law this fall.

"In submitting my resignation, I want to thank all of you who were responsible for my having the opportunity to serve as a member of the Board of Trustees of this Library. This experience was one of the most enjoyable that I encountered during my eleven years in the Kanawha Valley.

"I look forward to seeing all of you at the Library Association's Annual Meeting in Morgantown this fall when I make my 'swan song' as President of the Trustee's Section.

"Again, thanks for the opportunity to serve on the Library Board.

"Sincerely,

/s/ Jack
Forest J. Bowman
Administrative Director

"FJB:jr"

Upon motion by Mr. Jacobson, seconded by Mrs. Smith, the following resolution was adopted unanimously:

WHEREAS, Forest Jackson Bowman served Kanawha County Public Library with distinction and ability as a member of its Board of Directors since 1972; and,

WHEREAS, Forest Jackson Bowman with integrity and counsel, with enthusiasm and wit strengthened this Library Board and furthered the progress of this institution; and,

WHEREAS, Forest Jackson Bowman, serving as Chairman, Community Service Committee, encouraged and supported the growth and development of branch libraries in Cross Lanes, Dunbar, Elk Valley, Glasgow, Marmet, St. Albans and Sissonville; and,

THEREFORE BE IT RESOLVED, That we accept the resignation of Forest Jackson Bowman with reluctance and regret; and,

RESOLVED FURTHER, That this expression of affection and esteem be spread upon the minutes of this meeting and that a copy be sent to our friend and colleague.

Library Director's Annual Report. The Library Director presented the Annual Report. Copies of "Mini Annual Report, 1978/1979; Some Reflections" were distributed to the Board Members present, staff and guests. Highlights of the year were emphasized. Questions and comments followed. Afterwards, the Library Director stated that the full and complete report would be published and mailed to Library Board members.

Reports of Committees.

Budget Committee.

Travel Allowance Reimbursement. Mr. Stern reported that Kanawha County Public Library currently is paying 12 cents per mile when a staff member is authorized to use his/her vehicle for library purposes. He stated that several agencies were increasing mileage allowances effective July 1, 1979. Cited were the following:

Kanawha County Schools from 15 cents per mile to 18 cents per mile
State of West Virginia from 18 cents per mile to 20 cents per mile
Regional Development Authority from 17 cents per mile to 20 cents per mile

Discussion followed. Afterwards, upon motion by Mrs. Smith, seconded by Dr. Harper, it was unanimously

RESOLVED, That travel allowance reimbursement be increased from 12 cents per mile to 20 cents per mile when library personnel use private vehicle for authorized library purposes.

Motion carried.

Cash Management. In the absence of Dr. Wallace, Chairman, Mr. Stern reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $125,000.00 purchased from the Bank of West Virginia at 9.81% (interest earned $1,041.47) which is due July 30, 1979 and one 30-day Certificate of Deposit for $100,000.00 purchased from the Bank of West Virginia at 9.79% (interest earned $858.30) which is due August 6, 1979. Upon motion by Dr. Bannerot, seconded by Mr. Smith, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $125,000.00 which is due July 30, 1979; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $100,000.00 on July 30, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to re-invest the 30-day Certificate of Deposit in the amount of $100,000.00 which is due August 6, 1979.

Motion carried.

Building and Grounds Committee.

Dunbar Public Library Parking Slab Installation. Mr. Smith, Chairman, Building and Grounds Committee, and the Library Director reported on the staff/patron parking situation at the Dunbar Branch Library which is inadequate to our needs. They suggested the installation of a concrete slab on branch property at Myers Avenue and Alley at an estimated cost of $1,900.00. Currently, visitors are impinging on Tom's Super Market space and goodwill. There was discussion. Afterwards, upon motion of Mr. Smith, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Library Director is and hereby authorized to place legal ads in The Charleston Daily Mail and The Charleston Gazette for the purpose of seeking bids leading to the installation of a concrete parking slab at the Dunbar Public Library.

Motion carried.

Community Service Committee.

Sissonville Instant Library Construction Project. The Library Director reported the following:

a) Site preparation by Rover Construction was completed at the bid price of $16,800.00 less 5% retainage for payment, at this time, of $15,960.00.

b) Construction of the facility has begun with the installation of footers. It is estimated that the project would be completed in time for an October 1, 1979 grand opening.

c) Groundbreaking ceremonies were held on June 8, 1979. Governor Rockefeller was guest of honor and featured speaker. Photographs of the event were viewed by all present.

d) An all day Fourth of July celebration, complete with refreshments, rides, games and craft work, was sponsored by the Library Board, Sally Shepherd, President, for the purpose of raising funds in support of its 10% obligation of operation and maintenance costs.

e) Kanawha County Public Library received a check for $3,734.00 from the Sissonville Library Board in support of the branch during fiscal year 1979/1980.

Personnel Committee. Dr. Bannerot reported that he and members of the St. Albans Branch Librarian Search Committee interviewed candidates for the position of St. Albans Branch Librarian. He submitted the application of Ms. Peggy Palmer. Dr. Bannerot presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Dr. Bannerot, seconded by Mr. Ray, it was

RESOLVED, That Ms. Peggy Palmer be appointed St. Albans Branch Librarian, effective August 1, 1979 at an annual salary of $13,956.00.

Motion carried.

NEW BUSINESS

Election of Officers. Mr. Bowman, Chairman, Nominating Committee, reported that the Nominating Committee nominates the following persons for the offices indicated for the year beginning July 1, 1979:

President	Donald F. Springer
First Vice President	William J. L. Wallace
Second Vice President	Helen Smith
Secretary	Nicholas Winowich
Treasurer	Nicholas Winowich

Mr. Bowman moved, Mr. Ray seconded, that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named.

Space Planning for Libraries Seminar. The Library Director reported that a Seminar on Space Planning for Libraries sponsored by the University of Tennessee, Knoxville, would be held on July 25-27, 1979. He asked for authorization to send Tom Wrenn, Chief, Circulation Librarian. After discussion, and upon motion by Mr. Jacobson, seconded by Mrs. Smith, it was

RESOLVED, That the expenses of Tom Wrenn not to exceed $350.00 to be paid for attendance at the seminar on Space Planning for Libraries.

Motion carried.

Puppeteers of America Conference, Kent State University. The Library Director reported that a conference sponsored by the Puppeteers of America would be held on August 12-18, 1979 at Kent State University, Kent, Ohio. He asked for authorization to send Dennis Heritage, Children's Librarian, Extension Department, Daisy Stemple, Sissonville Librarian and Miss Kathleen Whalin, Elk Valley Librarian. After discussion, upon motion by Mr. Jacobson, seconded by Mrs. Smith, it was

RESOLVED, That expenses, not to exceed $600.00, be paid for attendance at the Puppeteers of America Workshop scheduled to be held at Kent State University in Kent, Ohio, on August 12-18, 1979.

RESOLVED FURTHER, That the following librarians are authorized to attend: Dennis Heritage, Daisy Stemple and Kathleen Whalin.

Approval of Bills. The Library Director submitted Book Bills List No. 265 ($5,222.39) and General Bills List No. 265 ($23,772.67) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 264 ($217.46) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Sissonville Instant Library. Dr. Bannerot moved that the payment as submitted be approved. It is recorded as follows:

Rover Construction, Inc.	$15,960.00

The motion was seconded by Mrs. Anderson, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Donald J. Goringer
President

Nicholas Winowich
Secretary

Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304

KANAWHA COUNTY PUBLIC LIBRARY

June 15, 1979

Dear Board Member:

As you know we have some special activities planned in connection with our annual meeting on Friday, July 6, 1979. A copy of the tentative schedule is attached.

Mr. Stern or Mr. Winowich will be requesting some of you to assist with these activities. It is my hope you will find it possible to honor these requests.

Please note the Board will meet at 2:00 p.m. in The John V. Ray Room on the third floor. I hope you will be in attendance and remain for the following activities.

Very truly yours,

/s/ Donald F. Springer
Donald F. Springer
President
Kanawha County Library Board

DFS:bh

Enclosure

Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304

ANAWHA COUNTY PUBLIC LIBRARY

Tentative Schedule for July 6, 1979

2:00	Begin Directors Meeting	- John V. Ray Room
2:55	Adjourn Directors Meeting	- John V. Ray Room
3:00	"Refreshment Table" opens	- John V. Ray Room
3:15	First Library Tour begins from	- John V. Ray Room
3:20	First Panel Presentation begins	- John V. Ray Room
3:40	Library Tour ends; group returns to	- John V. Ray Room
3:40	Question and Answer Period begins	- John V. Ray Room
3:55	Question and Answer Period ends	- John V. Ray Room
4:00	Second Library Tour begins from	- John V. Ray Room
4:05	Second Panel Presentation begins	- John V. Ray Room
4:30	Library Tour ends; group returns to	- John V. Ray Room
4:30	Question and Answer Period begins	- John V. Ray Room
4:45	Question and Answer Period ends	- John V. Ray Room
4:50	"Refreshment Table" closes; party over	- John V. Ray Room

ANNUAL REPORT

1978 - 1979

KANAWHA COUNTY PUBLIC LIBRARY

123 CAPITOL STREET

CHARLESTON, WEST VIRGINIA 25301

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

Donald F. Springer, President
William J. L. Wallace, First Vice President
Helen Smith, Second Vice President

Margaret Anderson
Frederick G. Bannerot, III
Forest Jackson Bowman
Hester Brown
Arthur Fisher
O. M. Harper
Bernard H. Jacobson
Sidney M. Kleeman
Dewey E. S. Kuhns
John D. Maurice**
Joyce Myerly
John L. Ray
Leonard Riggleman
Helen Smith
James C. Smith
Walter F. Snyder*
Pauline Tompkins

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Librarians

Mary Amstutz
Joy Bemesderfer
Claudia Benton
Stephen Crowley
Ruth Figgatt
Jo Ellen Flagg
Barry Geesey
Frances Gerard
Dennis Heritage
Susan Hitchens
Sarah Kelley
John Kelly
June Martin
Sara Mathewson
Helen Miller
Joellen Risacher
Denise Schindehette
Gretchen Schwinger
Daisy Stemple
Joel Stern
Helen Lind Thomas
Kathleen Whalin
Thomas Wrenn

Clerical

Janet Adams
Lorena Ammar
Onnalee Arcuri
Virginia Banning
Arrietta Burgess
Mary Burgess
Diana Carte
Nova Casto
Sue Copen
Brian Diller
Ronald Finney
Jeri Fittro
Susan Ferguson
Maureen Glasford
Arbutus Glenn
Wanda Good
Mary Jo Hansen
Betty Jane Harper
Robert F. Henson
Mary Hermansdorfer
Bridget Herndon
Mary Frances Lee
Cecilia Long
Franca Martin
Paula McCormick
William McDowell
Sara Meadows
Kathryn Nida
Jay Pauley
Mary Penn
Nancy Pennington
Anna Parker
Maria Porter
Victoria Price
Rosalind Reid
Barbara Riley
Shirley Smith
Shirley Smyth
Janice Staab
Mae Thomas
Vicki Townsend
Sandra Trimble

Mary Jo Jackson
Cortez Johnson
Phyllis Jordan

Betsy Vaughan
Traletta Wallace

Housekeeping and Maintenance

James L. Thomas, Building Superintendent
Robert N. Henson, Maintenance Superintendent

James George
Jack Goodman
Arthur Long

Edwin Pauley
Henry Womack

26 Additional Part-time Staff Members

*Deceased April 19, 1979
**Resigned

ANNUAL REPORT 1978/1979

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1978, to June 30, 1979 is herewith submitted:

AUDIT

The State Tax Commissioner of West Virginia appointed the firm of Arnett and Foster " to conduct the post-audit of Kanawha County Public Library for the period ending June 30, 1979." This annual audit is prescribed by law.

Subsequently, the auditor's report said, in part, "...the financial statements present fairly the cash transactions...and are in conformity...with basic accounting policy...applied on a consistent basis."

BOOK ACQUISITIONS

The Library's principal book vendor has been persuaded to accept telephone orders, via their Wats Line, in order to speed up acquisitions and eliminate typing of orders.

Simultaneously, their computer will work for us in preparing invoices which will be programmed to separate ordering agencies such as Children's, Circulation, Extension, Reference department, and respective branches. It also will prepare expenditure records of each agency by fiction and non-fiction categories.

All of this is designed to save work and time, provide better service and to make books shelf-ready in the library as soon as they are available in bookstores.

BOOK DETECTION SYSTEM

A special grant of $16,100 was awarded to Kanawha County Public Library by West Virginia Library Commission for the purchase and installation of a book

detection system. Two sensing devices will be installed. One unit will be placed at the Capitol Street entrance/exit and the other will be located at the Summers Street entrance/exit.

Libraries are having an increasing number of book and periodical thefts. In order to cope with the loss problem, some vendors are marketing a book detection system which consists of a thin magnetic strip or sensitized bookplate which is concealed within each book or magazine. When a book is checked out, the magnetic strip or bookplate is desensitized, permitting the patron to exit. When a book or magazine has not been properly checked out, an alarm sounds as the material is carried through a sensing area. When this happens, the exit gate locks preventing passage from the building.

BOOK INVENTORY

Microfilm Service Company of Charleston was employed to microphotograph the Library's book inventory at a cost of $8.50 per thousand catalog cards. The entire collection, consisting of 295,741 catalog cards has been recorded on 17 reels of 16mm microfilm and stored in a safety deposit box located off library premises. This provides a better insurance rate and an easier, positive proof of ownership.

The easily handled microfilm records also will become a labor-saver at some future date, when the Library records its holdings on magnetic tape for an automated circulation system.

BOYS AND GIRLS DEPARTMENT

Response to the summer reading clubs was good with a total of 115 children completing club requirements and earning certificates. Fifty-one children were in grades 4 to 7; 42 in grades 1 to 3; and 22 in the pre-school group.

A program on August 30 was the culminating event. Adrian Gwin, Charleston

Daily Mail writer and storyteller of some note, told several Uncle Remus stories and "Little Orphan Annie" by James Whitcomb Riley. A sing-along was held with Tom Wrenn from the Dunbar Library playing a guitar and leading the singing. Reading certificates were presented before the serving of refreshments.

Our neighboring MacDonald's again graciously supplied an orange drink to go with cookies donated by Ms. Thomas, Ms. Luann Toth and several mothers. One hundred and eighty children and parents attended the festivities.

A West Virginia Theater Arts Inc. production, "Alice Underground," based on Lewis Carroll's "Alice's Adventures in Wonderland," was played before library audiences in Charleston, Dunbar and Glasgow. Performers used shadow puppets, rod puppets, hand puppets and marionettes.

The puppeteers were versatile and professional in all aspects of production. Their sophisticated show was suitable for audiences through middle school level. However, adults were as responsive and excited as the children.

Children in the audience were invited to visit backstage to see the puppets and learn how the production and special effects were achieved.

BUILDING AND GROUNDS

Casto-Trane Service Agency was employed to do a major inspection and overhaul of the central air-conditioning system located in the main Library. Work was done in the winter of 1979 at a cost of $10,080.

Two main bearings and other parts were replaced, safety and operating controls were calibrated, and a few new devices added to the system which has been in operation since 1967. With proper care, regular maintenance and good luck, the unit should function satisfactorily for many more years.

CARD CATALOG

The 648 drawers in the card catalog used by the public are now, like Caesar's Gaul, divided into three parts--by author, title and subject.

The division was based on experiences in St. Albans, Cross Lanes, Elk Valley, Glasgow and Dunbar which indicated this system is much easier for patrons to use than an alphabetical arrangement of all cards.

COMPUTERS

Discussions were held with Mike Slater, Kanawha County Schools computer expert, on ways of using computers in library procedures such as registration, circulation, renewals, overdues, reserves and fines. It was agreed that setting up basic routines to make our practices accessible by machine is essential for making a transition to automation easier and less traumatic.

Some justifications for the expense of computer automation in the library are:

a) Improved patron service by quickly determining availability and location of all library materials.

b) A current inventory of materials.

c) Increasing "productivity" of library materials expenditures through comparsion of holdings (inventory) against circulation by subject areas.

d) Reducing the impact of increasing labor rates.

COOPERATIVE GOVERNMENT PURCHASING

Cooperative government purchasing through Kanawha County Schools, Kanawha County Commission, City of Charleston and the State of West Virginia is making it possible for Kanawha County Public Library to buy quality supplies, materials, furniture and equipment at substantial savings.

Some purchases are made directly through agencies; others are piggy backed through the vendors. This system has enabled us to do an excellent job of dollar-stretching.

In addition to substantial savings on custodial supplies and paper products, we have verified the following percentages of savings on list pricings:

Gasoline	33% savings on pump price
Tires	40% savings on list price
Steel chairs and desk	40% savings on price
Paints	60% savings on list price
Fluorescent lights	75% savings on list price

DUNBAR

Dunbar's library was orginally housed in a portable classroom building bought in 1965 by the Dunbar Library Board from the Kanawha County Board of Education. It was located at 1330 Myers Avenue, a site leased by the Dunbar Library Board from the City of Dunbar and paid for through year 1990 at a rate of $1 per year.

When the library moved to its new building, the Board kept control of the old building and began making plans for a Dunbar Culture and Art Center. An agreement of funding and operating the Center was reached between the Library Board and the City. The Dunbar Library Board will operate and maintain the Center with funds appropriated by the City of Dunbar.

Aims of the Dunbar Culture and Art Center are set forth as follows: to encourage cultural programs; create and sustain a climate of thought, imagination and inquiry; to promote the broad dissemination of cultural resources and to help existing cultural organizations in providing better public service.

Programs and services will include:

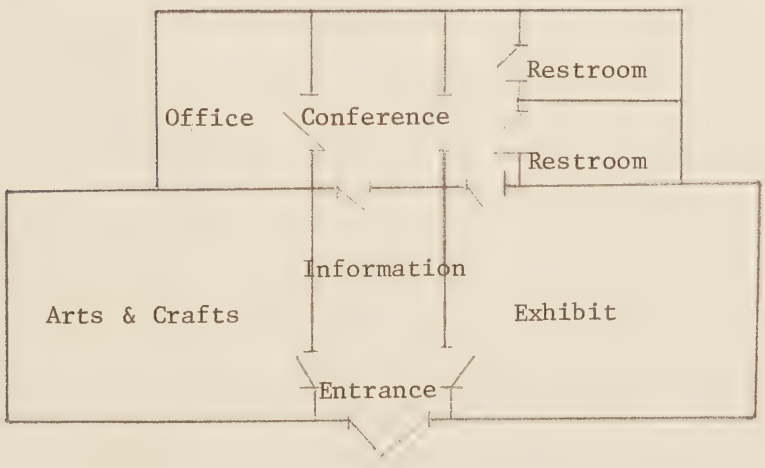
1. Programs on the fine arts and cultural heritage.
2. Information services for existing cultural events and opportunities offered by federal, state, and local organizations and governmental agencies.

3. Support of creativity among artists and ways to identify and preserve our cultural heritage through exhibits, displays and workshops.

4. Means to utilize the Dunbar Culture and Art Center as a focal point for community involvement with the arts through meetings, lectures and classes.

Programming personnel will come from Parks and Recreation, Community Education, and the community at large. Planning and administration of programming is the responsibility of a program committee which includes: Chairman, Stephen Crowley, Branch Librarian; Ronnie Oldaker, director, Parks and Recreation; and Dolores Ollice, member, Dunbar Public Library Board.

The building has been remodeled and the interior rebuilt and rewired. The entrance way is paneled in natural birch and the exhibit room in pine painted white. An arts and crafts room includes a utility sink and ceramic kiln. There is a small office and meeting room. Track lighting has been used extensively in the exhibit room and entrance hall.



ELK VALLEY

Elk Valley Branch Library observed its first anniversary on July 13, 1978, by honoring Dr. O. M. Harper and James C. Smith, members, Kanawha County Public Library Board of Directors and the Elk Valley Library Board.

A statement read at the observance follows:

> "Having a library in the Elk Valley area was a dream shared by many of its residents and Kanawha County Public Library. At first this seemed to be only a dream, a wish, a hope. Then about four years ago, a group of people got together; people who knew it would take more than just wishes and hopes for their dreams to come true. These citizens were organized into action, the plans were formulated, the project was publicized, the community was mobilized and an effective campaign was successfully concluded. They saw their dream become a reality when the Elk Valley Library opened on July 13, 1977.
>
> "Among this group of concerned citizens are two men who stand tall. Their vision, time, talent, energy and dedication to this project are an inspiration to all of us.
>
> "It is, therefore, appropriate that on this first anniversary of the Elk Valley Library that we honor these men. By unanimous action of the Elk Valley Library Board, two meeting rooms shall henceforth be known as The Dr. O. M. Harper Room and The James C. Smith Room."

EXHIBITS

Kanawha County Schools and The Kanawha County Public Library are involved in a joint project of interest to the community at large.

Each Spring when approximately 200 new textbooks are being considered for adoption by the Board of Education, copies are placed on exhibit in the library's New Books Division located at the right of the main entrance on the first floor.

The exhibit gives parents and others a chance to examine and comment upon the books before final decisions are made about adopting them. On occasion, teachers are available to answer questions. Commentary cards are provided for patrons who wish to be heard yet remain anonymous.

The effort was encouraged and developed by School Superintendents Walter Snyder, John Santrock and Robert Kittle.

EXTENSION

Eight-year-old Kyle Hedrick's shocking pink and hot lavender design was the winner of the "Color the Bookmobile" contest. This third-grader from Elkview Elementary School vied with 750 entrants to win the prize which included a $25 U. S. Savings Bond from The Charleston Daily Mail.

The winning design and colors will be used on the library's new vechicle along with Kyle's name and that of his school.

Judges for the contest were Mrs. Mary Black, Mrs. Ellie Schaul and Milton Koslow.

Miss Marilyn Long, former Extension Department Chief, entertained Kyle, his parents, and Bookmobile Librarian Sarah Kelley at a luncheon.

April was New Bookmobile Month!

An outdoor celebration was held on the Library Plaza on April 14, 1979, to announce arrival of the new vehicle which features Kyle Hedrick's shocking pink and hot lavender design.

The festivities were successful because of the "above and beyond the call of duty" services of several staff members.

Among them were Karen Linville, Circulation Department, clown; Mary Amstutz, Extension Department, ventriloquist; Brian Diller, Extension Department, disc jockey; Larry Given, friend, magician; Tom Wrenn, Circulation Department, photographer; Arrietta Smith and Traletta Wallace, Extension Department, who conducted tours of the Bookmobile; Nancy Pennington, Extension Department, who found a baker who created a cake in Bookmobile shape and color; Robert Henson, Maintenance Superintendent, who made a fast fix on an ailing soft drink dispenser; Barry Geesey and Ronald Finney, Extension Department, who assisted in many ways; Kanawha

County Public Library Staff members who distributed informational literature; AND Sarah Kelley, Extension Librarian, who put the whole celebration together and made it work.

Special recognition goes to the following friends: Charleston Job Corps for entertainment including the Job Corps Omega Dance; West Virginia Library Commission for attractive leaflets; WSAZ Channel 3 for an interview with Kyle Hedrick, winner of the "Color the Bookmobile" contest.

The KCPL's 1968 Bookmobile was sold on bid to St. Albans Auto Sales' Richard Sanson on April 3, 1979, for a high bid of $3,150.98. Other bids offered were $501 and $1,530.

Several Special Clerks from KCPL attended the West Virginia Library Commission Marshall University two-week seminar on "how to run a library good." Advantages will accrue to the benefit of institutions participating since Special Clerks must of necessity be the knowledgeable persons in the library when librarians are absent.

GIFTS

William N. Shearer Jr., president of Kanawha Banking and Trust Co., presented a watercolor by Paul Klein of Dunbar on behalf of that institution. The handsome painting shows Capitol Street on a rainy morning and features the library and the bank. The painting hangs in the Library Board Room.

The Library received a letter dated Dec. 28, 1978, which names Kanawha County Public Library as one of the beneficaries of the estate of Steele A. Hawkins Jr. who died on June 15, 1969. Mr. Hawkins, a lifelong Charlestonian, was a retired executive of MacJunkin Corp.

We extend our thanks and appreciation to the many kind friends of Kanawha County Public Library who have presented gifts of books, periodicals, memorials, and phonograph records; and the many who have given freely of their time and

efforts in providing and arranging exhibits and decorations, and done mending, pasting and shelving.

GRANT-IN-AID

West Virginia Library Commission awarded $373,356 in basic and special grants to Kanawha County Public Library. Funds were used for the following: operation and maintenance of Kanawha County Public Library, library materials, acquisitions, programming, furniture and equipment.

INSURANCE, COMPREHENSIVE

Kanawha County Public Library purchased, on low bid, comprehensive insurance following a re-evaluation of the institution's insurance program, consultations with its advisors, preparation of specifications and solicitation of bids. Some of the coverages include:

1.	Buildings and Contents (including shelving, furniture and equipment)	$5,554,175
2.	Library Materials (including fine arts)	5,595,992
3.	Vehicles (bookmobile, van, station wagon and sedan)	1,000,000
4.	Boilers and machinery	Replacement costs

Comprehensive deductibles were reduced from $250 to $100 because of the Library's good track record.

LIBRARY BOARD

President	Donald F. Springer
First Vice President	William J. L. Wallace
Second Vice President	Helen Smith
Secretary	Nicholas Winowich
Treasurer	Nicholas Winowich

The Reverend Dr. Frederick Bannerot III was elected to the Library Board of Directors for a six-year term, beginning September 1, 1978 and ending June 30, 1984.

Scheduled Library Board meeting time was changed from 2:00 p.m. to 4:00 p.m. beginning October 4, 1978.

The Library Board of Directors unanimously resolved to reduce working time of full-time salaried employees from 40 hours weekly to 37½, effective July 1, 1979.

Forest J. Bowman, who has moved to Morgantown to become a professor of law at West Virginia University, resigned his membership as a member of the Library Board effective June 30, 1979.

William Cheshire, Dewey E. S. Kuhns and James C. Smith were appointed to the Board of Directors for a term of six years beginning July 1, 1979, and ending June 30, 1985.

Mrs. Carole Glasser was appointed to fill the unexpired term of Forest J. Bowman which ends June 30, 1981.

T. D. Kauffelt was named to fill the unexpired term of the late Walter F. Snyder which ends June 30, 1983.

WALTER FRANKLIN SNYDER

WHEREAS, It is with deep sorrow and profound regret that we record the passing of Walter F. Snyder on April 19, 1979; and

WHEREAS, Walter F. Snyder, a friend and colleague, who served his community and this institution with respect, honor, devotion and enthusiasm; and

WHEREAS, Walter F. Snyder rendered distinguished service to Kanawha County Public Library as a member of its Board of Directors from October, 1964 until his death; and

WHEREAS, Walter F. Snyder served faithfully and productively as President, Library Board of Directors from July 1, 1976 to June 30, 1978; and

WHEREAS, The wise counsel, practical judgement and good will of Walter F. Snyder will be missed by his colleagues on this Library Board; and

WHEREAS, In this the first meeting since the death of our friend and fellow member, the Library Board of Directors whishes to give expression of its sense of loss; and

IT IS HEREBY RESOLVED, That this resolution of tribute and remembrance be spread upon the minutes of this meeting and that a copy be transmitted to the family of Walter F. Snyder, to whom we extend sincere and heartfelt sympathy.

MARMET

An Outpost Library is being established in Marmet.

The building, which was exhibited at the Governor's Conference on Libraries, will be located off 93rd Street near the Chesapeake and Ohio Railroad.

The Town of Marmet agreed to deed this site to the Kanawha County Public Library, to contribute a sum equal to 10% of the annual operating budget and to appoint an advisory board of five members.

The agreement was reached following several conferences between Mayor Curtis W. Sutphin and Russell Hansford, representing Marmet; Kanawha County Public Library representatives Jack Bowman and Joel Stern, and Fred Glazer of the West Virginia Library Commission.

An agreement similar to the Sissonville document was approved and signed by the Library Board and the Town of Marmet.

Project funding is as follows:

State of West Virginia, partnership grant -	$50,000
West Virginia Library Commission -	18,173
Total	$68,173

MESSENGER

The library's Messenger has retrieved from patrons 7,021 overdue books with a combined value of $38,344.

Our representative makes use of daily postal reminders, phone calls made between 10:00 a.m. and 4:00 p.m. and visits between 10:00 a.m. and 4:00 p.m. Mondays through Fridays. He reports that problems are seldom encountered. Delinquent patrons seem understanding and appreciative of the service. The messenger is fair and reasonable and the library is assured of goodwill.

PUBLICITY

Attractive showcards were installed recently in each of the 54 buses operated by KRT. The colorful layout done in orange on yellow card stock, was created by staff and printed for a nominal charge by the West Virginia Library Commission. The card tells the story of some of the library's services, it identifies locations and invites readers to visit and use our facilities.

PUBLIC LIBRARIES IN WEST VIRGINIA

Some interesting facts on public libraries in West Virginia:

Public Libraries extend services from 142 locations

Loan	5,543,743 books
Own	2,676,161 volumes

Average Book Cost:

Trade (popular non-fiction)	$16.32
Technical	19.19
Fiction	9.87
Juvenile	5.87
Periodicals	23.54

Bookmobiles provide neighborhood service at 1,325 locations in 27 counties.

Get support from different sources:

Municipalities	13.4%
County Commissions	20.2%
Boards of Education	13.3%
Federal Revenue Sharing	6.1%
State Grants-In-Aid	38.8%
Miscellaneous Income	8.2%

Expended $6,787,355

PUBLIC SERVICE COMMISSION

Kanawha County Public Library filed a petition on June 23, 1978, with the Public Service Commission of West Virginia "seeking to require Appalachian Power Company to charge the Library for electric service under APCO's School Service Tariff."

Subsequently, Kanawha County Public Library represented by its attorney, T. D. Kauffelt, Mrs. Charlene Byrd, Administrative Assistant, Management and Administrations, Kanawha County Schools, and Nicholas Winowich, Library Director, appeared before the Public Service Commission of West Virginia on September 8, 1978.

The Public Service Commission of West Virginia ruled on December 14, 1978, that the Library's petition was reasonable, that "Kanawha County Public Library and its various operations serve as an important adjunct to the educational system of Kanawha County, and that the "relief requested...be, and thereby is, granted."

Savings are estimated at $6,000 annually.

ST. ALBANS

The St. Albans Library Board has returned to its original name and its original love, the St. Albans Branch Library.

When the second story addition to the branch library was completed, most board members felt compelled to become involved in community schools and recreational opportunities since the community had provided 20 percent of the construction funds. It even changed its name to St. Albans Library and Recreation Board.

After several years as a part of this scene, the board voted to change its name back to St. Albans Library Board and confine its support to the library.

SISSONVILLE

Sissonville has joined the Instant Library owners.

The new facility is located on a portion of Flinn Elementary School

property purchased by Kanawha County Public Library from Kanawha County Schools at a cost of $4,896. The site fronts 200' on U. S. Route 21 near Clearview Heights and is 100' deep.

Sissonville residents began the movement to establish an Instant Library to expand cultural opportunities in their community. The finished product was made a reality through the help of many.

A total of $107,100 was needed to bring the Instant Library into being. The Kanawha County Commission provided the lion's share of monies needed for construction - $80,500. West Virginia Library Commission supplied $15,500 to help with construction and acquisition of library materials. The state's partnership grant through the Governor's Office for Economic and Community Development was $9,900.

Wayne Heating and Air Conditioning, Huntington, was low bidder on the Sissonville Instant Library project. Their proposal included the following:

Building construction	$41,330
Foam insulation (Alternate 1)	1,050
Exterior lighting (Alternate 2)	4,295
Plants and planting (Alternate 3)	3,155
Total	$49,830

An interesting sidelight to the Sissonville story is a comparison of site acquisition costs. A site for Cross Lanes Instant Library at Andrew Jackson High School was bought at 7.6 cents per square foot whereas the Sissonville site cost was 24.48 cents per square foot. In each instance, the Board of Education sold the property to KCPL at cost. Obviously, real estate was not as expensive in the Cross Lanes area at the time of that purchase in 1967.

AGREEMENT

THIS AGREEMENT, made this 8th day of November, 1978 by and between KANAWHA COUNTY PUBLIC LIBRARY, a corporation, hereinafter called "Kanawha", and SISSONVILLE LIBRARY AND CULTURAL ASSOCIATION, INC., hereinafter called, "Sissonville";

WHEREAS, Kanawha has purchased land from The Board of Education of the County of Kanawha for the purpose of constructing a public library facility in Sissonville;

WHEREAS, Kanawha, in conjunction with Sissonville, has arranged with the Kanawha County Commission, and the said commission, has agreed, to grant to Kanawha the sum of $80,500 for site preparation, building construction, equipment, furniture and fixtures, and operating expenses;

WHEREAS, Kanawha has arranged with the West Virginia Library Commission, and the said Commission has agreed to grant to Kanawha one Instant Library Building for installation in Sissonville;

WHEREAS, Kanawha is willing to operate a branch library in said building upon the conditions set forth hereinbelow;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the premises set forth above, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, Kanawha and Sissonville mutually covenant and agree as follows:

1. When the Library building is ready for use and occupancy, Kanawha will operate the branch and provide a basic collection of library materials, including but not limited to the following: adult and juvenile books, reference books, newspapers, magazines, phonograph records and such other services as are provided by Kanawha County Public Library through its Extension Department.

2. Title to all property, real and personal, will be in the name of Kanawha, other than such property which from time to time may be purchased by Sissonville, and lent or assigned to Kanawha.

3. Sissonville will contribute, and/or cause to be contributed, to Kanawha, for use in operating a branch library in Sissonville, a sum equal to 10% of the annual operating budget of such library each year for 10 years, from and after the date of this agreement. After the expiration of such period, the contribution of Sissonville shall be as mutually agreed upon by the parties hereto. Kanawha may, at its option, terminate the operation of a branch library in Sissonville at any time if Sissonville fails to contribute as specified above.

4. In the event the Sissonville Library ceases to operate, the building and its contents will be removed from the site by Kanawha, and the land deeded back to the Board of Education of the County of Kanawha as required by deed.

5. Sissonville will appoint an Advisory Library Board of five members.

6. Kanawha will have the full official authority and responsibility for the operation of the library, including the employment of personnel. However, Sissonville shall be afforded the opportunity to make recommendations on all aspects of operations, including the employment of personnel.

7. Sissonville and Kanawha agree that the Library will function to serve all residents of Kanawha County including residents of Sissonville and its adjacent areas.

8. Kanawha will purchase and install suitable furniture and equipment.

IN WITNESS WHEREOF, the parties hereto have caused their corporate names to be signed by their respective officers thereunto duly authorized, all as of the day and year first above written. Executed in duplicate.

KANAWHA COUNTY PUBLIC LIBRARY

/s/ Donald F. Springer
By_____
Its President

SISSONVILLE LIBRARY AND CULTURAL ASSOCIATION, INC.

/s/ Sally Shepherd
By_____
Its President

SPECIAL EVENTS

Charleston Regatta Week was observed from Monday, August 28, 1978 through Monday, September 4, 1978. Several musical events, including Blue Grass/Country and Rock, were featured on the Library's Plaza, which served as a stage for Capitol Street listeners. On both occasions, street department employees cleaned-up accumulated debris.

SPECIAL PROJECTS

Kanawha County Schools and Kanawha County Public Library are jointly involved in three special and interesting/exciting projects. They are:

a) English as a Second Language Project:

There are a large number of naturalized citizens, residents of Kanawha County, who require "special" reading materials to meet specific, basic needs - "supermarket English," for example, which will enable them to communicate with others and will inform them about their new country; its people and its history.

b) Adult Literacy Project:

The adult reader/writer has another and better opportunity to learn. Our previous partner, Charleston Literacy Council, which is no longer in existance, shared similar concerns and rendered invaluable assistance to this institution and its "special" patrons.

c) Community School Libraries:

A collection of adult books, mostly, and some juvenile titles will be placed in Community School libraries at East Bank and George Washington High Schools. Nearly 2,000 will be placed at each location.

STAFF

Mrs. Shirley A. Smith, a member of the Catalog Department staff and Chief, Adult Circulation, resigned effective July 31, 1978.

Mrs. Barbara Charlton, a member of the Adult Circulation Department, resigned effective August 14, 1978. Mrs. Charlton's husband, a Union Carbide employee, was transferred to another state.

John A. Kelly, a graduate of Xavier University and the University of Kentucky School of Library Science, was employed effective July 1, 1978.

Ms. Kathleen Whalin, a graduate of Eastern Illinois University and the University of Illinois Graduate Library School, was promoted from Children's Librarian, St. Albans Branch, to Branch Librarian, Elk Valley Library, effective September 1, 1978.

Mrs. Wilma Higginbotham, formerly, Life/Styles Editor, The Charleston Daily Mail was employed on a part-time basis effective August 14, 1978 to supply, upon patron request, back issues of newspapers and magazines. She is another in our very successful effort to employ Senior Americans. "I can't say enough about

the program," says Library Director Nicholas Winowich. "Senior Americans do the job only one way - well and with energy, enthusiasm, dedication, dependability and happiness. We really get our money's worth."

Tom Wrenn, Penn State University, Class of 1974, and the University of Pittsburgh Graduate School of Library and Information Science, 1975, was promoted from Dunbar Branch Library to Chief, Adult Circulation Department, effective September 11, 1978.

Miss Denise Schindehette, a Magna Cum Laude graduate of Bethany College, Class of 1977, and the University of Pittsburgh Graduate School of Library and Information Science, Class of 1978, was employed as Circulation Librarian effective September 1, 1978.

Stephen Crowley, a graduate of Juniata College, Huntington, Pennsylvania, Class of 1973, and Western Michigan University, Class of 1975, was employed as Dunbar Branch Librarian effective September 11, 1978.

Miss Joellen Risacher, a graduate of Indiana University where she earned her AB in 1976 and MLS in 1977, was employed as Children's Librarian in the St. Albans Branch effective November 15, 1978.

Joseph Harrison, a custodial employee since August 17, 1974, resigned effective April 3, 1979. Health, two jobs and maturity (age) were reasons cited. However, Mr. Harrison has agreed to be placed in the "bull pen" for substitute service and/or emergency needs.

Arthur Clayton Long, father of Cecilia Long, Special Clerk, Elk Valley Branch Library, was employed effective April 23, 1979. Mr. Long, in football language, is a "triple threat." He is a painter, mechanic and all-around handyman.

Helen B. Miller retired effective June 30, 1979. She has served Kanawha County Public Library since July 1, 1959, as Extension Librarian, Chief, Extension Department; and as Branch Librarian.

Miss Luann Toth, Assistant Children's Librarian, resigned effective June 1, 1979, to accept a similar position in Summit, New Jersey Public Library.

Miss Mary Amstutz, Librarian, Extension Department resigned effective June 15, 1979, to become assistant archivist at Goshen College in Indiana.

Miss Frances L. Gerard was transferred at her request from Chief, Reference Department, to Assistant Reference Librarian effective July 1, 1979.

Miss June R. Martin was promoted from Assistant Reference Librarian to Chief, Reference Department effective July 1, 1979.

VIDEO CASSETTES

An ad hoc committee of librarians is preparing guidelines for the use of video cassettes in Kanawha County Public Library. The committee is composed of Susan Hitchens, Library Media Specialist, chairperson; Tom Wrenn, Chief Librarian, Adult Circulation; Helen Miller, branch librarian, St. Albans; Stephen Crowley, branch librarian, Dunbar; and Helen Lind Thomas, Chief, Boys and Girls Department.

After visiting with the staff of the Columbus (Ohio) Public Library, they will meet with representatives of 22 West Virginia library recipients of video cassettes before submitting proposals as to goals, regulations, programs and services.

Library Director Nicholas Winowich reported that 25 video recording and playback units were purchased by the West Virginia Library Commission for distribution to a select number of public libraries in the state.

Kanawha County Public Library received three units, one each for Charleston, Dunbar and St. Albans. Each unit consists of a 19" color television receiver and a color video cassette player. The project makes possible another dimension in the broad range of services and programs offered through public libraries.

WINTER

Kanawha County Public Library and its branches closed early just one time due to bad weather in the winter of 1979. This record looks good in comparison to the winter of 1978. That year there were two all-day closings and 28 early closings (5:30 p.m.) occasioned by nasty weather and limited heat and power resources. Kanawha County Public Library has maintained reductions asked by Appalachian Power Company.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1978 - June 30, 1979

Population served: 229,515
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Mobilibrary (40 winter scheduled stops) (52 summer scheduled stops)	
Branch	5
Deposit Collections	
Schools	40
Collections delivered 659 juvenile	
Other school stations	67
Books borrowed by teachers from Boys and Girls Department and Mobilibrary - 14,800	
Collections lent - 379	

BOOK CIRCULATION

	1978/79	1977/78
Borrowed from Main Library		
Boys and Girls Department	187,556	170,048
Circulation Department	166,472	150,169
	354,028	320,217
Borrowed from Extension Department		
Mobilibrary	39,992	65,362
Deposit Collections	321,587	316,875
	361,579	382,237
Borrowed from Cross Lanes Branch		
Adult	15,023	11,941
Juvenile	18,712	14,903
	33,735	26,844
Borrowed from Dunbar Branch		
Adult	28,430	20,374
Juvenile	13,242	11,056
	41,672	31,430
Borrowed from Elk Valley Branch		
Adult	8,625	8,447
Juvenile	10,934	11,248
	19,559	19,695

	1978/79	1977/78
Borrowed from Glasgow Branch		
Adult	4,557	4,680
Juvenile	3,222	5,119
	7,779	9,799
Borrowed from St. Albans Branch		
Adult	33,573	27,523
Juvenile	33,868	33,807
	67,441	61,330
TOTAL CIRCULATION - Kanawha County Public Library	885,793	851,552
Borrowed from Nitro Public Library		
Adult and Juvenile	19,552	15,328
Borrowed from South Charleston Public Library		
Adult and Juvenile	55,658	48,836
Borrowed from Clendenin Public Library		
Adult and Juvenile	9,271	
GRAND TOTAL CIRCULATION - Volumes	970,274	915,716

BOOK STOCK

Number of volumes at the end of the year	444,636	422,968
Number of volumes added	31,111	30,846
Number of volumes withdrawn	9,443	12,213
Number of periodicals	776	734
Number of newspapers received	82	82

REGISTRATIONS

Total number of registered borrowers	47,386	45,543
Total number of registered borrowers during year	16,678	16,225

AUDIO VISUAL MATERIALS

Microfilm Readers	8
Record Players	9
Phonograph Record Albums	10,633 titles
Microfilms (reels)	5,050
Phonograph Records Circulated	10,633

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 8, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 8, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mr. Cheshire
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Smith
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the July 6, 1979 Annual Meeting were approved.

Library Director's Monthly Report.

1. Read a letter from Mrs. Perry Melton, sister of the late Walter F. Snyder, who said,

   "I wish to express my appreciation for the copy of a resolution adopted by the Board of Directors of the Kanawha County Public Library at its meeting May 9, 1979.

   "Walter enjoyed his work with the library board. He felt a great loss at having to give up his work with the board.

   "His reading was about the only activity that he could enjoy the last months of his life."

2. Mr. Herman G. Smith, one of the original members of the Dunbar Library Board, and its President of many years, passed away on July 13, 1979.

3. Mr. Boone Maxwell was elected President of Dunbar Library Board thereby completing the unexpired term of office until September 20, 1979 when an election of officers is scheduled to be held.

4. Other members of the Dunbar Library Board of Directors are: Helen Smith, Secretary; Dolores Ollice, Treasurer; and James Hudnall, member.

5. Mrs. Pauline Tompkins, Library Board Member, is ill and in residence at the Morris Memorial Nursing Home in Milton, West Virginia.

6. Sissonville Library Board completed its fiscal obligation of $3,734.00, in support of the Branch's operation and maintenance costs for fiscal 1979/1980 by submitting its contribution received July 6, 1979.

7. Cross Lanes Library Board will hold its annual Ice Cream Social on Thursday, August 23, 1979 from 6:00 p.m. to 9:00 p.m. for the purpose of raising funds which are expected to meet its needs and purposes.

8. Ms. Joy Bemesderfer, Librarian, Glasgow Branch Library, requested and received a Leave of Absence, Without Pay, for the purpose of attending Texas Woman's University, Denton, Texas during the 1979/1980 academic year. The library science program at TWU is accredited by American Library Association.

9. Miss Jo Ellen Flagg, Chief, Extension Department, was elected by West Virginia Library Association membership, to serve as its representative on the Council of the American Library Association. Council is the policy making body of ALA.

10. Mr. Carl A. La Barre, Superintendent of Documents, federal publications, reported that Kanawha County Public Library, upon critical evaluation of its examiners was judged in eight areas as follows:

    4 - Excellent (Service to Public, Cooperation with Government Printing Office, Inter-library Cooperation, Maintenance of Collection)

    3 - Very Good (Staffing, Organization of Collection and Maintenance of Collection)

    1 - Good (Space Standards)

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $100,000.00 purchased from the Bank of West Virginia at 9.79% (interest earned $831.48) due August 30, 1979 and one 30-day Certificate of Deposit for $100,000.00 purchased from the Elk National Bank at 10% (interest earned $794.51) due September 4, 1979. Upon motion by Dr. Wallace, seconded by Dr. Rigglemen, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $100,000.00 on August 8, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $100,000.00 which is due August 30, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $50,000.00 on August 30, 1979.

Motion carried.

Appointment of Auditor. The Library Director reviewed auditing policy and practices followed in accordance with provisions of the West Virginia Code. One of most recent regulations, he said, authorized the State Tax Department to seek audit proposals from three firms interested in rendering auditing services; an examination of income and expenditures. The measure was a "check and balance" to prevent so-called "sweetheart arrangements" from taking place between auditor and entity; particularly where relationships existed over a period of years.

The Library Director announced that an Auditor Appointment Certificate was granted to Arnett and Foster by State Tax Department, signed by John R. Melton, Director, Local Government Relations Division authorizing the firm to conduct a post audit of Kanawha County Public Library for the period ending June 30, 1979. There was discussion.

Building and Grounds Committee.

Dunbar Public Library Parking Slab Installation. Mr. Smith, Chairman, and the Library Director reported that legal ads were placed in The Charleston Gazette and Charleston Daily Mail July 17, 1979 and again on July 24, 1979. Bid opening was held on Tuesday, August 7, 1979 at 2:00 p.m. in the Dunbar Public Library auditorium. No bids were received.

The Library Director reported that, previously, estimates were submitted by the following:

Patrick Bailey	$1,900.00
Ed Pat Construction	$3,534.00

After discussion, upon motion of Mr. Smith, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Kanawha County Public Library accept the Patrick Bailey proposal, as specified, for construction of a concrete slab at the Dunbar Public Library at a cost of $1,900.00.

Motion carried.

Office Furniture Bid Opening. Mr. Stern reported that the Library Director, President and he discussed the relocation of the Assistant Director's office from the first floor to the Administrative Office located on the fourth floor in a room presently occupied by the Professional library. Mr. Stern informed the Library Board members present that two bids were received and opened in the Board Room on Tuesday, August 7, 1979 at 1:00 p.m.

Legal advertisements, he said, appeared in The Charleston Gazette and Charleston Daily Mail on July 24, 1979 and July 31, 1979, respectively.

Bids received are noted as follows:

Capitol Business Interiors	$2,660.30
S. Spencer Moore	$2,456.00

Following discussion, upon motion by Mr. Ray, seconded by Mrs. Smith, it was unanimously

RESOLVED, That Kanawha County Public Library accept the office furniture low bid submitted by S. Spencer Moore at a cost of $2,456.00; and

RESOLVED FURTHER, That Kanawha County Public Library be authorized to spend an additional amount, not to exceed $100.00, for installation of a wall photo mural.

Motion carried.

Book Detection Installation. Mr. Stern distributed, to members present, copies of a picture/newspaper story which appeared in The Charleston Gazette on Wednesday, August 1, 1979 and a staff designed "flier" entitled, "Worried about RISING COSTS? SO ARE WE..." Each described the recently installed 3M Book Detection system. Generally, he said, public reaction was favorable. Four patrons were stopped; one of whom was the Library Director. Questions and comments followed.

Community Service Committee.

Sissonville Instant Library Construction Project. The Library Director made a progress report on the Sissonville Instant Library Construction Project. The concrete floor pad, he stated, had been installed. Colored photographs were shown to members present. Completed, to date, are the following: site preparation and concrete pad. Delivery of the building, from the manufacturer, is expected by mid-September. The construction

project will continue with such work as: driveway and parking, exterior lighting and plants and planting. Finally, construction payments totaling $39,799.15, from Revenue Sharing Funds, have been made. Discussion followed.

Marmet Outpost Library. Mr. Stern reported that the Marmet Outpost Library Project seemed to be nearer to a final solution following a meeting held in Marmet on Wednesday, July 19, 1979. Persons in attendance included the following: Mayor Sutphin, Councilwoman Cochran, Mr. Murphy and Mr. Miller of the Chessie System and Joel Stern. Chessie System claimed that the land (proposed library site) was appraised in the mid - $40,000.00 range. However, Chessie System would offer it to Marmet for $38,000.00. It appeared to Mr. Stern that Marmet would likely purchase the proposed site, although no committments of any kind were made. In response to an inquiry, Chessie System replied that the railroad had all the charitable contributions it could use for tax purposes for the next 10 years. Mr. Stern said that Mayor Sutphin and Library Director would continue working in an effort to renegotiate a lower purchase price which remains a possibility. Following the report, discussion followed.

Cross Lanes Instant Library. The President reported that he had received a letter from Mr. Ron Similo, President, Cross Lanes Library Board, and had a conversation with Mr. Similo following the annual meeting held on Friday, July 6, 1979. Mr. Springer said that the intent of each communication was to indicate, to him, Cross Lanes interest in having a new library building and not an additional Instant unit. The President said that he would meet with Mr. Similo although no date had been set. Afterwards, discussion followed.

Clendenin Public Library. A status report on the Clendenin Public Library was presented by Mr. Stern. He stated that there was a possibility, expressed previously by Mr. Gary Ellis at the Library Board meeting held on March 7, 1979, that Clendenin Public Library may close its doors by the end of September, 1979 because of its weak income position. Following discussion Dr. Wallace suggested, and it was agreed, that the matter be referred to the Special Resources Committee for study and recommendation to be submitted to the Library Board at its meeting of September 12, 1979.

NEW BUSINESS

Asbestos Monitoring. The President reported that Kanawha County Public Library, in its Capitol Street Construction Project and according to specifications, had spray-on acoustical insulation, "Limpet" asbestos, as manufactured by Armstrong Contracting and Supply Corp. of Lancaster, Pennsylvania, applied in two areas: ceiling area, top floor, and ceiling area, Mechanical Room. Expressing health concerns, Mr. Springer said the following steps have been taken:

1. Architect was informed and recommendations solicited.

2. Asbestos monitoring was conducted voluntarily, on June 22, 1979 by Mr. G. F. Hurley, Union Carbide, Technical Center Industrial Hygienist. He reported the following:

	"Asbestos Fibers/cc of Air"
"Fifth Floor Mechanical Room"	"<0.1/0.35"
"Lower Level Mechanical Room"	"<0.1/0.73"

"All four samples were collected over three-hour periods at about five feet above floor level just under abraded ceiling areas. Determinations of asbestos followed the NIOSH method using Phase Contrast Microscopy. The OSHA asbestos standard is 2 fibers/cc of air."

Mr. Malcolm Duncan, project architect, reported that the product was no longer manufactured and Armstrong agreed that it would be difficult to remove. Following discussion, it was felt that a health hazard does not exist at this time and that monitoring should continue.

Library Board Committee Assignments. A roster of standing committee assignments was distributed to members present. The President reviewed the list of committees and reported changes that were made from the previous year. Following discussion, committee assignments were accepted as presented and are recorded as follows:

STANDING COMMITTEES
1979/1980

Book Committee

Brown, Mrs. Hester, Chairman
Bannerot, Dr. Frederick G.
Cheshire, Mr. William P.
Kauffelt, Mr. T. D.

Budget Committee

Wallace, Dr. William J. L., Chairman
Jacobson, Mr. Bernard H.
Kauffelt, Mr. T. D.
Kuhns, Mr. Dewey E. S.
Myerly, Mrs. Joyce H.
Ray, Mr. John L.
Smith, Mrs. Helen

Building and Grounds Committee

Smith, Mr. James C., Chairman
Glasser, Mrs. Carole
Kauffelt, Mr. T. D.
Tompkins, Mrs. Pauline

Community Service Committee

Ray, Mr. John L., Chairman	(Chas.)
Fisher, Mr. Arthur C.	(S'ville)
Harper, Dr. O. M.	(Clend.)
Myerly, Mrs. Joyce	(S. Chas.)
Smith, Mr. James	(Elk V.)
Smith, Mrs. Helen	(Dunbar)
Tompkins, Mrs. Pauline	(Cedar G.)
Wallace, Dr. William J. L.	(Institute)

Gifts, Bequests and Endowment

Anderson, Mrs. Margaret, Chairman
Brown, Mrs. Hester
Harper, Dr. O. M.
Riggleman, Dr. Leonard
Tompkins, Mrs. Pauline

Insurance Committee

Kuhns, Mr. Dewey E. S., Chairman
Cheshire, Mr. William P.
Jacobson, Mr. Bernard H.
Ray, Mr. John L.
Smith, Mr. James C.

Long Range Planning Committee

Smith, Mrs. Helen, Chairman
Cheshire, Mr. William P.
Fisher, Mr. Arthur C.
Glasser, Mrs. Carole
Kuhns, Mr. Dewey E. S.
Wallace, Dr. William J. L.

Personnel Committee

Bannerot, Dr. Frederick G., Chairman
Anderson, Mrs. Margaret
Glasser, Mrs. Carole
Riggleman, Dr. Leonard

Finance Committee

Jacobson, Mr. Bernard H., Chairman
Anderson, Mrs. Margaret
Brown, Mrs. Hester
Harper, Dr. O. M.
Riggleman, Dr. Leonard

Special Resources Committee

Fisher, Mr. Arthur C., Chairman
Bannerot, Dr. Frederick G.
Myerly, Mrs. Joyce

Approval of Bills. The Library Director submitted Book Bills List No. 266 ($13,133.88) and General Bills List No. 266 ($31,561.38) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Dr. Riggleman, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 265 ($55.36) duly certified and approved in accordance with the Bylaws, and on motion by Dr. Bannerot, seconded by Mrs. Smith, and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Sissonville Instant Library. Mrs. Smith moved that the payment as submitted be approved. It is recorded as follows:

Rose City Press	$ 120.00
Wayne Heating and Air Conditioning	15,912.00
Rover Construction, Inc.	840.00
International Business Machines	16.24
Gaylord Bros., Inc.	131.00
BroDart, Inc.	178.71
	$17,197.95

The motion was seconded by Dr. Wallace, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Ronald N. Springer
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 12, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 12, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mrs. Brown
Mr. Cheshire
Mrs. Glasser
Mr. Ray
Mrs. Smith

Also present was Mrs. Linda Meckfessel, County Administrator, Kanawha County Commission, and Mr. Joel Stern, Assistant Director.

In the absence of President, Mr. Springer, Dr. Wallace, First Vice-President, presided.

Mrs. Meckfessel was welcomed and introduced to the members present.

The Library Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director reported that the Library was in receipt of a letter from John D. Rockefeller, IV, Governor of West Virginia, dated August 20, 1979. It reads as follows:

"August 20, 1979

"Dear Nick,

"I am pleased to advise you that I am awarding the Kanawha County Public Library $9,900 in Community Partnership Grant Funds for the construction of the Sissonville Instant Library Project.

"Representatives of my Office of Economic and Community Development will be contacting you soon concerning the necessary procedures for the release of these funds.

"You are to be commended for your efforts in this project. Please feel free to contact me if I can be of additional assistance.

"Sincerely,

/s/ Jay Rockefeller
John D. Rockefeller IV

"Mr. Nicholas Winowich
Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301"

Library Director's Report.

1. Mayor John G. Hutchinson extended, by letter dated September 7, 1979, his thanks to Kanawha County Public Library:

   "for the use of the Library Plaza during the Ninth Annual Charleston Sternwheel Regatta Festival. It is an ideal place for many of our activities and we sincerely appreciate your interest and cooperation."

2. Tom Wrenn, Chief, Adult Circulation Department, and the person who serves unofficially as our Space Design and Needs Specialist (a fancy title awarded by the Library Director because Tom returned, recently, from a space seminar sponsored by the University of Tennessee Library School) and I have talked about space needs and priorities. Our ideas were exhibited graphically - an overlay using clear plastic with color to identify particular areas on the main floor and the relocation of materials and services. No action was suggested because the matter would be referred to the Building and Grounds Committee for consideration (Mr. Smith, Chairman; Mrs. Glasser, Mr. Kaufelt and Mrs. Tompkins, Members.)

3. Installation of a new telephone system was completed recently. In spite of training and study; some interruptions and inadvertent "cut-offs" occurred.

4. Extended service and new library hours:

Dunbar and St. Albans
Nights increased from twice weekly to four nights each week.

Closing hour changed from 5:30 p.m. to 9:00 p.m.

Main Library
Changed Saturday closing hour from 5:30 p.m. to 5:00 p.m.

Small Branches (Cross Lanes, Elk Valley and Glasgow)
Change closing hours from 9:00 p.m. to 8:00 p.m.

Change opening hours from 12:00 to 10:00 a.m.

5. Denise Schindehette and Tom Wrenn, staff, Adult Circulation Department, will participate in a once a week, four times, seminar at the University of Charleston, on the subject of Best Sellers.

6. Visitors to the Main Library totaled almost 30,000 persons. The counter on our book detection system gave us the numbers after we made certain allowances for staff exits and regatta comfort stops for water and toilets.

Reports of Committees.

Budget Committee.

Reserve Balance. Mr. Stern reported that it was necessary to create a reserve balance in the amount of $82,638.00 for the purpose of carrying forward some previous balances and to make payment on obligations made during fiscal year 1978/1979. Copies of the statement were distributed to members present and the information was cited on the agenda document mailed previously. These accounts, with amount, are recorded as follows:

Telephone System	$20,000.00
Projection Booth	1,500.00
Audio Visual Cassettes	563.00
Elk Valley Construction	132.00

Special Grant		
Furniture and Equipment	$ 4,375.00	
Microfilm - New York Times	1,500.00	
Video Cassettes	1,000.00	
Audio Cassettes	2,000.00	
Story Telling Workshops	1,100.00	
Puppet/Marionette Productions	1,934.00	
Children's Craft Programs	480.00	
Books - Large Type	1,000.00	
Books - Business and Industry	1,800.00	
Books - English Collection	1,000.00	
Phonograph and Cassettes	900.00	
W. Va. Public Employees Insurance	17,146.00	
Clendenin Public Library - Special Grant	3,658.00	37,893.00
Paving Sidewalk		5,161.00
Sissonville Branch Library - Books		4,606.00
Outpost Library - Books		1,018.00
Book Detection Strips		3,000.00
Nitro - General Support		4,265.00
Dunbar Public Library - Parking Slab		1,900.00
Assistant Director's Office		2,600.00
		$82,638.00

After discussion, upon motion by Mr. Ray, seconded by Mrs. Smith, it was moved that the listed accounts and their amounts be carried forward and paid after July 1, 1979 and that the total of $82,638.00 be added to the budget for fiscal year 1979/1980. Motion carried.

Cash Management. Mr. Stern, Assistant Director, reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $100,000.00 purchased from the Bank of West Virginia at 9.86% (interest earned $810.41) due September 12, 1979, one 30-day Certificate of Deposit for $100,000.00 purchased from the Bank of West Virginia at 10.71% (interest earned $880.27) which is due October 4, 1979, and one 30-day Certificate of Deposit for $50,000.00 purchased from the Charleston National Bank at 5.25% (interest earned $233.33) due October 1, 1979. Upon motion by Mr. Ray, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $100,000.00 which is due September 12, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $100,000.00 on October 4, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $50,000.00 which is due October 1, 1979.

Motion carried.

Special Resources Committee. Dr. Bannerot, Member, Special Resources Committee, presented a list of recommended expenditures not included in the original 1979/80 Budget but now possible because of receipt of additional funds not anticipated in the original Budget. After discussion, it was moved by Dr. Bannerot, seconded by Mr. Cheshire and unanimously

RESOLVED, That the following expenditures be approved and added to appropriate accounts in the 1979/80 Budget:

1. This fiscal year only personnel assistance to Clendenin Public Library ending June 30, 1980: $12,700

   A. Addition of Jean Andrews, Librarian, Clendenin Public Library, to the staff of Kanawha County Public Library for the period September 24, 1979 to June 30, 1980, at the annual salary of $10,812. $ 8,560

   B. Addition of Lucy Frazier, Special Clerk, Clendenin Public Library, to the staff of Kanawha County Public Library for the period March 1, 1980 to June 30, 1980, at the annual salary of $7,836. 2,612

C.	Fringe benefit costs	1,528	
		$12,700	
2.	Minicomputer (primarily for Catalog Department)		15,000
A.	Pertec Model PCC2000 and printer	13,830	
B.	Programming costs	1,170	
		15,000	
3.	Five Periodicals Displayers for Reference Department, at $920 each		4,600
4.	Rental of Xerox Model 2400 card duplicator, 1 year at estimated $300 per month		3,600
5.	Shelving for Catalog Department		1,400
			$37,300

There was discussion. Mr. Stern reported that he received assurances from Mr. Curtis Hardman, Director, Kanawha County Training and Employment Administration that the two (2) CETA slots currently held by Clendenin (Andrews and Frazier) would be assigned to Kanawha County Public Library. The Library Director reported that Mr. Gary Ellis, President, Clendenin Public Library Board of Directors, endorsed above. A vote being taken the motion was passed.

Dr. Bannerot further reported that funding for the above expenditures would come from $53,704 of "discretionary funds," as follows:

1.	Transfer of an unexpended balance from a 1978/79 Special Grant		$17,146
2.	Additional 1979/80 income not anticipated in current year's budget		
A.	Additional Grant-In-Aid	$30,558	
B.	Additional Interest Income	6,000	
	Total additional income		36,558
Total "Discretionary Funds" Available			53,704
Less: Expenditures Authorized above			37,300
Unexpended Balance of "Discretionary Funds"			$16,404

Acting on Dr. Bannerot's funding report, the following authorizations were moved by Dr. Bannerot, seconded by Mr. Cheshire and unanimously

RESOLVED, That the transfer be approved of $17,146 from the West Virginia Public Employees Insurance account to appropriate Furniture and Equipment accounts.

RESOLVED FURTHER, That the addition of $36,558 to the current year's operating Budget be reflected by addition to appropriate accounts.

Motion carried.

Personnel Committee.

Boys and Girls Department. Dr. Bannerot, Chairman, reported that Mrs. Helen Lind Thomas, Chief, Boys and Girls Department, resigned effective September 1, 1979 to accept a position as school librarian with the Board of Education of Kanawha County. He stated that the Library Director recommended that Miss Kathleen Whalin, Branch Librarian, Elk Valley Library, be transferred to Boys and Girls Department to replace Mrs. Thomas. Miss Whalin's salary would remain the same.

After discussion, upon motion by Dr. Bannerot, seconded by Mrs. Smith, it was moved that Miss Kathleen Whalin be transferred to Chief, Boys and Girls Department effective October 1, 1979, at her present salary.

Dr. Bannerot also stated that the Library Director had employed Miss Pamela Warren, Boys and Girls Librarian, effective September 1, 1979. Authorization was recommended. Upon motion by Dr. Bannerot, seconded by Mrs. Smith, it was unanimously

RESOLVED, That Pamela Warren be appointed Boys and Girls Librarian effective September 1, 1979 at an annual salary of $11,280.00.

Motion carried.

Catalog Department. Dr. Bannerot said that the Library Director had asked for authorization to employ a librarian and one junior clerk in the Catalog Department for the purpose of helping with the processing of a large backlog of books.

After discussion, upon motion by Dr. Bannerot, seconded by Mrs. Smith, it was unanimously

RESOLVED, That Eugene Fleisher be employed as Catalog Librarian, effective September 1, 1979 at an annual salary of $11,280.00; and

RESOLVED FURTHER, That the Library Director be authorized to employ one junior clerk, Catalog Department, effective October 1, 1979 at an annual salary of $6,720.00.

Motion carried.

Glasgow Librarian. Dr. Bannerot also stated that the Library Director had submitted the application of Mrs. Anna Parker for the position of Branch Librarian, Glasgow. Mrs. Parker served previously as Special Clerk, St. Albans Branch Library. Following discussion and upon motion by Dr. Bannerot, seconded by Mrs. Smith, it was unanimously

RESOLVED, That Mrs. Anna Parker be appointed Branch Librarian, Glasgow Library effective October 1, 1979 at an annual salary of $10,344.00.

Motion carried.

Administrative/Personnel Manual. The Assistant Director reported that a preliminary draft of the Administrative and Personnel Manual, prepared by the Library Director, had been completed. He stated that the manual in final form would be submitted to the Personnel Committee for its consideration.

Community Service Committee.

Sissonville Instant Library Construction Project. The Library Director made a progress report:

1) Manufacturer of Instant Libraries for West Virginia Library Commission was moving factory from Michigan to Alabama.

2) Manufacturer's staff was reluctant to move to Alabama.

3) Manufacturer was actively engaged in recruiting and training new staff for factory in Alabama.

4) Delivery of Sissonville Instant Library building and other units were promised by manufacturer to be made in July, then August, then September and finally maybe in October/November.

5) West Virginia Library Commission was compelled to make another choice because of delays and unfulfilled promised delivery.

6) West Virginia Library Commission received a bid of $14,000 to "build from scratch." This cost was less and more desirable than $18,000 charged to West Virginia Library Commission by manufacturer.

7) This sum would be paid to Kanawha County Public Library by West Virginia Library Commission. There would be no out-of-pocket expense to us.

8) Above information was made available late on Wednesday morning, September 12, 1979 (Library Board Meeting date). There was little or no time to have a committee meeting. Mr. Ray, Chairman, and the Library Director caucused and reviewed the Sissonville Instant Library Construction Project.

Discussion followed. Afterwards, upon motion by Mr. Ray, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Library Director be authorized to inform West Virginia Library Commission that Kanawha County Public Library will accept a conventional built Instant Library Building for Sissonville which has substantially the same size and space as the building originally proposed, provided that West Virginia Library Commission secured the approval of its attorney to construct such a building.

Motion carried.

NEW BUSINESS

Middle Atlantic Regional Library Federation Conference. Dr. Wallace reported that the Middle Atlantic Regional Library Federation Conference would be held in Lancaster, Pennsylvania, October 1-5, 1979. Following discussion, upon motion by Mr. Cheshire, seconded by Mrs. Smith, it was unanimously

> RESOLVED, That the Library Director and three staff members be authorized to attend the Middle Atlantic Regional Library Federation Conference scheduled to be held in Lancaster, Pennsylvania, on October 2-5, 1979 and that their expense not exceed $900.00.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 267 ($23,403.28) and General Bills List No. 267 ($28,756.30) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Construction Account - Sissonville Instant Library. Mrs. Smith moved that the payment as submitted be approved. It is recorded as follows:

Brodart, Inc.	$ 39.50
Gaylord Bros.	77.50
Gaylord Bros.	129.80
Gaylord Bros.	552.82
Highsmith Company	111.55
International Business Machines	810.00
R. L. Wilson - Jerry R. Goff	465.00
	$2,186.17

The motion was seconded by Mr. Cheshire, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Philip J. Wallace
First Vice-President

Nicholas Winnicki
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 10, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 10, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Mrs. Brown
Mr. Fisher
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the September 12, 1979 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of the following letter, with enclosure, which reads as follows:

"U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Wage and Hour Division
Washington, D. C. 20210

"September 27, 1979

"Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"This is in response to your inquiry concerning the application of the Fair Labor Standards Act to public libraries.

"We have concluded that employees of public libraries are among those employees engaged in traditional governmental services within the meaning of National League of Cities v. Usery, 426 U.S. 833 (1976). Therefore, the Act's minimum wage and overtime pay provisions do not apply to their employees. Enclosed is a copy of an opinion letter in which our determination is discussed in more detail.

"If we can be of further service to you, please do not hesitate to contact this office or our local office in Charleston.

"Sincerely,

"/s/ Herbert J. Cohen
Herbert J. Cohen
Assistant Administrator
Wage and Hour Division

"C. Lamar Johnson
Deputy Administrator

Enclosure"

"August 27, 1979

"I am writing in response to your inquiry concerning the application of the Fair Labor Standards Act to public libraries. As appears from your letter, you are aware of the Supreme Court's ruling that States and local governmental bodies are constitutionally exempt from the minimum-wage and overtime-pay requirements of that statute as to such of their activities as have 'traditionally' been regarded as 'governmental functions' (National League of Cities v. Usery, 426 U.S. 833).

"There has not as yet been a definitive court decision as to whether the operation of a community library is such a function. The National League decision does, however, give an indication of the kind of activities that qualify, by listing the following examples: schools and hospitals, fire prevention, police protection, sanitation, public health, and parks and recreation (426 U.S. at 851 and 855). There would appear to be little basis for differentiating libraries from schools, since both activities serve the same purpose of providing for the educational, informational, and cultural needs of the community.

"While public libraries are not as close to universal as are public schools, they have been a characteristic activity of municipal bodies in this country for many decades. Since the 1850's, there has been a steady development of publicly financed and operated library systems until they now exist in every state. Encylopedia Britannica, 1959 ed., vol. 14, p. 23, 'Libraries'. A 1977 study shows that almost half of the municipalities having a population of 10,000 or more operate their own library or library systems and that 70% of the remainder are served by a county, joint city-county, or

regional system. International City Management Association, Washington, D.C., Municipal Year Book, 1979, p. 63.

"It is true, as you note, that community libraries in this country have also, to a considerable extent, been operated by private non-profit organizations, but this is equally true of schools and of fire protection services, both of which are among the Supreme Court's examples of 'traditionally governmental' activities.

"The Department cannot therefore, on the basis of present judicial instruction, take steps to enforce the federal minimum-wage and overtime-pay provisions on behalf of the employees of municipal libraries. While the social objectives of those provisions are as applicable to state and city employees as to any others, their achievement must until the courts say otherwise be left to state and local legislative bodies.

"Sincerely,

Lamar Johnson

C. Lamar Johnson
Deputy Administrator"

The Library Director reported that the original inquiry was initiated two years ago for the purpose of receiving exempt status previously extended to states, local governmental bodies, schools, hospitals, fire prevention, police protection, sanitation, public health and parks and recreation. All full time, salaried employees, are paid more than the current federal minimum wage. There was discussion.

Library Director's Monthly Report.

1. Kanawha County Public Library is in receipt of a cash gift totaling $600.00 given in memory of Mrs. Ann Howard, formerly of The Charleston Gazette. The memorial gift was given by her friends and colleagues at the newspaper and by Mr. and Mrs. W. E. Chilton, III.

2. Mr. Harry Brawley presented a gift of 35mm slides to Kanawha County Public Library. The 120 slides, a historical perspective of "Old Charleston," would enable many library patrons to learn more about the history of the Capitol City. The gift has an estimated value of $600.00.

3. Sissonville Instant Library Construction project is expected to be completed by the end of November, 1979, (X = fingers crossed). Carpet, shelving and furniture installation should be completed shortly thereafter. Following delivery of books and library materials, the facility is expected to become operational before Christmas, 1979.

4. Kanawha County Commission refused to commit $100,000.00 to projects in Marmet. Three-fourths of the money was scheduled to be used for the construction of a municipal swimming pool and the remaining $25,000.00 was intended to be used for the proposed OUTPOST LIBRARY project. The Library Director was confident (cautiously optimistic) that Revenue Sharing funds would become available later to Kanawha County Public Library for library purposes in Marmet.

5. Staff studies on space allocation at the Main Library were continuing. Following internal revisions, the proposal will be referred to the Building and Grounds Committee.

6. The book and library materials selection policy continues to be in process of being updated/revised. Unfortunately, it was taking longer than expected.

7. Descriptive and colorful literature, prepared and duplicated by library staff, was exhibited to members present; copies of which will be mailed to all Library Board members.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $100,000.00 purchased from the Charleston National Bank at 11.25% (interest earned $937.50) due November 1, 1979. Upon motion by Dr. Wallace, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $100,000.00 which is due November 1, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $150,000.00 on November 1, 1979.

Motion carried.

Community Service Committee.

Sissonville Instant Library. Mr. Ray, Chairman, and Mr. Fisher, member, outlined a storm sewer drainage problem at the Sissonville Instant Library construction site. They reported it was essential to ditch install and cover 220 feet of 24 inch drain pipe with appropriate drain openings and manhole. This was necessary to carry off surface water and to eliminate sanitary drainage from nearby faulty septic tanks. Mr. Fisher announced that the State Department of Highways would contribute 220 feet of 24 inch drain pipe to Kanawha County Public Library for its Sissonville Instant Library Construction project. Mr. Ray reported that the following bids, reviewed by the architect, were received:

1.	Wayne Heating & Air Conditioning	$ 7,000.00
2.	Delos Fisher	7,153.00
3.	Charles Moles	10,000.00

Following discussion, upon motion of Mr. Ray, seconded by Mr. Fisher, it was unanimously

RESOLVED, That Wayne Heating & Air Conditioning low bid of $7,000.00 to install 220 feet of 24 inch drain pipe with three (3) catch basins; cover pipe with not less than 10 inches of dirt, seeded and sloped be accepted.

Motion carried.

Keeling Memorial at Dunbar Branch Library. The Library Director reported receipt of a letter from Mr. Gary McQuain received September 11, 1979. Mr. McQuain requested the following:

"A small parcel of land on the southside of the Library adjacent to Myers Avenue at the Dunbar Library for the erection of a Memorial Planter and Plaque in memory of Eddie Keeling."

The proposal was subsequently considered by the Dunbar Branch Library Board at its meeting held on September 20, 1979. The following resolution was moved, seconded and passed:

"A Resolution Concerning Memorials on the Grounds of the Dunbar Branch Library."

"It is resolved by this board that since the grounds of the library belong to the Kanawha County Public Library and therefore are public grounds, no permanent memorials may be erected thereon. The board further resolved that living memorials such as contributions to the memorial book fund or donations of appropriate art works would be acceptable."

Following discussion, Mr. Kuhns moved that the above resolution adopted by the Dunbar Library Board at its meeting of September 20, 1979 be and is hereby approved. The motion was seconded by Dr. Wallace, and, upon a vote being taken, it was carried.

Personnel Committee.

Elk Valley Librarian. The Library Director submitted the application of Miss Denise Schindehette for the position of Branch Librarian, Elk Valley. Miss Schindehette served previously as Adult Circulation Librarian. Following discussion and upon motion by Mrs. Anderson, seconded by Mrs. Brown, it was unanimously

RESOLVED, That Miss Denise Schindehette be appointed Branch Librarian, Elk Valley Library effective October 1, 1979 at an annual salary of $12,300.00.

Motion carried.

NEW BUSINESS

West Virginia Library Association Conference. The Library Director reported that the West Virginia Library Association Conference would be held in Morgantown, West Virginia, October 25-26, 1979. Following discussion, upon motion by Dr. Wallace, seconded by Mr. Fisher, it was unanimously

> RESOLVED, That the Library Director, Assistant Director, two Library Board Members and five Librarians be authorized to attend the West Virginia Library Association Conference scheduled to be held in Morgantown, West Virginia, on October 25-26, 1979 and that their expenses not to exceed $825.00 be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 268 ($21,521.55) and General Bills List No. 268 ($18,167.00) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 266 ($488.90) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Sissonville Instant Library. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Wayne Heating and Air Conditioning - Arnold W. Hall	$15,385.75
Appalachian Power Company	94.00
	$15,479.75

The motion was seconded by Mr. Fisher, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Ronald F. Spurgin
President

Nicholas Winovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 7, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 7, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Mrs. Brown
Mr. Cheshire
Mrs. Glasser
Mr. Kauffelt
Mr. Ray
Mrs. Smith

Also present was Mr. Joel Stern, Assistant Director.

In the absence of the President, Mr. Springer, Dr. Wallace, First Vice-President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the October 10, 1979 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Mrs. Joyce Myerly which reads as follows:

"To Mr. Winowich and the Board of Directors,
Kanawha County Library

"I submit herewith my resignation from the Board. I have taken a full-time job and cannot reasonably expect to be available to attend meetings on a regular basis.

"I have enjoyed the association with all of you and thank you for the experience of being a part of a worthwhile organization.

"Sincerely,

/s/ Joy Myerly

"2. November 1979"

Upon motion by Mrs. Smith, seconded by Mr. Cheshire, the following resolution was adopted unanimously:

WHEREAS, Joyce H. Myerly served Kanawha County Public Library with interest and enthusiasm as a member of its Board of Directors since July, 1974; and

WHEREAS, Joyce H. Myerly was actively engaged in the work of several standing committees of the Library Board; and

THEREFORE, BE IT RESOLVED, That we accept the resignation of Joyce H. Myerly with regret; and

RESOLVED FURTHER, That this action be spread upon the minutes of this meeting and that a copy of the resolution be sent to Joyce H. Myerly.

The Library Director also reported that the Library was in receipt of a letter from Frederic J. Glazer, Director of the West Virginia Library Commission dated November 1, 1979. It reads as follows:

"November 1, 1979

"Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick,

"As we discussed over the telephone, this letter will advise you of the Commission's decision regarding your request for an Outpost for Marmet.

"As you are aware, the approval for the unit was given over one year ago. Inasmuch as a site had not been procured, we have in the past been able to give the unit designated for Marmet to another community. Now, however, it is necessary for us to place an order with the production plant for no less than five units.

"I must know by November 10th if you will be able to receive the unit within 30-60 days of that date. If not, the Commission will not be able to provide an Outpost until the next fiscal year. Funds would still be available for Marmet, but we are unable to go into production for fewer than five units, unless a higher premium is paid for a single-shot production. The Commission does not have funds available between now and the

end of the fiscal year for an additional order for Outpost units. Therefore, unless I receive a reply from you by the 10th indicating that a site has been found to house the library unit, we shall be unable to provide an Outpost before fiscal 1981. However, should you wish to obtain the unit any time prior to June 30, you would be able to use the designated funds but would have to make up the difference required for a one-unit production.

"Please be in touch with me by the 10th should you find you are able to have this unit on order.

"Sincerely,

/s/ Fred
Frederic J. Glazer
Director

"FJG/jb"

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October, 1979. Included were the following:

1. A special prayer, which appeared in St. John's Episcopal Church Sunday worship service bulletin for October 21, 1979 is repeated, and is recorded as follows:

   "Pray for the staff of the Kanawha County Public Library that they might continue to feed and nourish the community with excellent service."

2. The Public Utility Commission, in December, 1978, ruled favorably on the Library's application for a school service electric rate. From January, 1979 through September, 1979, this institution saved $3,533. Mr. T. D. Kauffelt, a member of the Library Board of Directors, represented Kanawha County Public Library.

3. The select committee on space allocation and I are considering an installation of "Compact Shelving" in our book storage area on the fourth floor in Room 97. We continue to accumulate literature and information. Preliminary findings seem to indicate that the new weight can be added to the floor without concern for overloading. Compact shelving consists of elements immediately adjacent to one another thereby reducing aisle space which is a luxury we can no longer afford. Subsequently, all accumulations of information will be referred to the Building and Grounds Committee.

4. Sound problems, particularly reverberations, continue to be annoying and undesirable whenever a program is held in the Dunbar Branch Library Auditorium. Meetings involving Dunbar Library Board, Architect, accoustical engineer from Carbide, accoustical vendor, Branch Librarian and I have been held for the purpose of eliminating the poor quality of sound. A detailed report, with recommendation, is expected by the end of November, 1979.

5. Joel Stern's new office is expected to be completed within weeks. All furniture, with the exception of the desk, is on site.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $150,000.00 purchased from the Kanawha Valley Bank at 13.01% (interest earned $1,550.51) due December 4, 1979. Upon motion by Mrs. Glasser, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $150,000.00 which is due December 4, 1979; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $175,000.00 on December 4, 1979.

Motion carried.

Budget Planning for Fiscal 1980/1981. Dr. Wallace reported that the President, Mr. Springer, Library Director, Assistant Director and he met on November 1, 1979 to consider budget preparation for fiscal year 1980/1981. Some steps of a preliminary nature have been taken. An additional meeting will be held before the matter is referred to the Budget Committee of which Dr. Wallace is Chairman.

Special Resources Committee.

Mini-Computer Bid Opening. In the absence of Dr. Bannerot, Chairman, Mr. Stern reported that an ad had been placed in the Charleston Daily Mail and The Charleston Gazette on October 5, 1979 and again on October 12, 1979. Bid opening was held in the Library Board Room on October 19, 1979 at 1:00 p.m. Mr. Stern stated that only one bid was received. The Computer Store, Inc., of West Virginia submitted a bid in the sum of $13,830.00. It was the committee's recommendation that the bid be rejected. After discussion, upon motion by Mr. Ray, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the bid submitted by The Computer Store, Inc., of West Virginia for the sum of $13,800.00 for the purchase of a mini-computer be rejected.

Motion carried.

PRLC (Pittsburgh Regional Library Center)/OCLC (Ohio College Library Center). In the absence of the Chairman, Dr. Bannerot, a report was made by Mr. Stern. He distributed a written statement regarding PRLC/OCLC: its purposes and benefits. There was an extended discussion of membership and costs. Afterwards, upon motion by Mr. Cheshire, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That Kanawha County Public Library become a member of PRLC/OCLC for one year.

Following further discussion, Mr. Kauffelt moved the following amendment to the motion, acceptable to Mr. Cheshire and Mrs. Glasser,

RESOLVED, That membership be delayed until the agreement document between Kanawha County Public Library and PRLC/OCLC has been reviewed and formally accepted by the Library Board.

Motion carried.

Community Service Committee.

Sissonville Instant Library Construction Project - West Virginia Library Commission. Mr. Ray, Chairman, reported that the Library Director received a Change Order #2 through Wilson and Goff Architects, approved by them, from Wayne Heating and Air Conditioning Contractor, to provide all materials required to construct an Instant Library Building in Sissonville in accordance with plans and specifications. This was a conventional built building, he said, action which was approved by the Library Board at its meeting held on September 12, 1979. The cost of Change Order #2 was $14,000.00. Mr. Ray stated that Kanawha County Public Library was in receipt of a check for $14,000.00 from West Virginia Library Commission in payment for Change Order #2.

After discussion, upon motion by Mr. Ray, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign Change Order #2 for the construction of an instant library in Sissonville for the sum of $14,000.00 as approved by the Architect and submitted by the Contractor.

Motion carried.

Sissonville Instant Library Construction Project - Governor's Office of Economic and Community Development. Mr. Ray, Chairman, reported that Kanawha County Public Library received two documents from GOECD in support of its request for a Partnership Grant of $9,900.00 and subsequent approval by Governor Rockefeller on August 20, 1979. After discussion, upon motion by Mr. Ray, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign the Partnership Contract and the Government Office of Economic and Community Development Partnership Grants and

Loans Program application for the purpose of securing funds of $9,900.00 for the Sissonville Instant Library Construction Project.

Proposed Marmet Outpost Library Construction Project. Mr. Stern made a progress report on the status of the Proposed Marmet Outpost Library Construction Project. A proposed Agreement prepared by Mr. Ray, was submitted to the Library Board for its consideration and reads as follows:

A G R E E M E N T

THIS AGREEMENT, Made this _____ day of November, 1979, by and between KANAWHA COUNTY PUBLIC LIBRARY, a corporation, hereinafter called "Kanawha" and the TOWN OF MARMET, WEST VIRGINIA, a municipal corporation, hereinafter called "Marmet";

WHEREAS, Marmet intends to acquire certain real estate in the Town of Marmet, West Virginia on which it will erect an Outpost Library Building ("library building") furnished by Kanawha;

WHEREAS, Kanawha is willing to operate a branch library ("branch library") in said building upon the terms and conditions set forth hereinbelow;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the premises set forth above, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, Kanawha and Marmet mutually covenant and agree as follows:

1. Marmet will, at its cost, acquire from the Chesapeake & Ohio Railway Co., a tract of land containing approximately 0.482 acres in the Town of Marmet, West Virginia on which the library building will be erected.

2. The West Virginia Library Commission has agreed to transfer, set over and deliver to Kanawha a library building for installation on said tract of land in the Town of Marmet, West Virginia.

3. Marmet shall, at its cost and expense, furnish all of the labor and material necessary for (i) the construction of a foundation for the library building (ii) the installation and erection of the building and (iii) the installation of all electric, water, telephone and sewer services and connections therein.

4. Kanawha will purchase suitable furniture and equipment for a branch library and cause the same to be installed in the library building. All furniture and equipment furnished by Kanawha will be and remain the property of Kanawha, and may be removed by Kanawha upon the termination of this agreement. If any furniture and equipment is purchased by Marmet and used in the library building, it will be and remain the property of Marmet.

5. Upon completion of the installation of the library building, as aforesaid, Marmet shall grant and convey to Kanawha said tract of land on which the building is located and all improvements thereon furnished by Marmet.

6. Upon the conveyance of said property to Kanawha, it operate a branch library in the library building and provide a basic collection of library materials, including but not limited to the following: adult and juvenile books, reference books, newspapers, phonograph records and such other services as are provided by Kanawha through its Extension Department.

7. Marmet shall contribute, and/or cause to be contributed, to Kanawha, for use in operating the branch library in the Town of Marmet, a sum equal to 10% of the annual operating budget of such library each year for 10 years, from and after the date of this agreement. After the expiration of said 10 year period, the contribution of Marmet shall be as mutually agreed upon by the parties hereto. Kanawha may, at its option, terminate the operation of the branch library in Marmet at any time if Marmet fails to make the contribution, as specified above.

8. Kanawha may, at its option, terminate the operation of the branch library in Marmet at any time without cause by giving Marmet six (6) months' written notice of its intention to do so.

9. Marmet will appoint an Advisory Library Board consisting of five (5) members.

10. Kanawha will have the full official authority and responsibility for the operation of the library, including the employment of personnel. However, Marmet shall be afforded the opportunity to make recommendations on all aspects of operations, including the employment of personnel.

11. Marmet and Kanawha agree that the branch library will function to serve all residents of Kanawha County, including the residents of the Town of Marmet and its adjacent areas.

12. If Kanawha shall permanently discontinue the branch library in the Town of Marmet, West Virginia, for a period of at least three months, Kanawha will reconvey unto Marmet the tract of land on which the library building is located, and Kanawha may, at its option, remove the library building from said tract of land.

IN WITNESS WHEREOF, the parties hereto have caused their corporate names to be signed by their respective officers thereunto authorized, all as of the day and year first above written. Executed in duplicate.

KANAWHA COUNTY PUBLIC LIBRARY

By_____
Its President

TOWN OF MARMET

By_____
Its Mayor

Following discussion, it was agreed to withhold any action until such time when the Town of Marmet secures a property deed from C & O Railway Company and funding from the State of West Virginia and/or Appalachian Regional Commission. The latter condition was necessary when it was discovered that both the Library and Marmet, each, solicited grants from the same authorities. It was, therefore, imperative to speak with one voice.

Cross Lanes Branch Library. Mr. Ray, Chairman, reported that a proposal based on plans prepared by Wilson and Goff, Architects, for construction and installation of an air lock/vestibule to the Cross Lanes Branch Library building by Wayne Heating and Air Conditioning at a cost of $1,885.50. Mr. Ray stated that the purpose of the installation was to reduce energy cost and to sustain a comfortable interior during all months of the year.

Following discussion, upon motion by Mr. Ray, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That Kanawha County Public Library accept Wayne Heating and Air Conditioning proposal, as specified, for construction and installation of an air lock/vestibule at the Cross Lanes Branch Library at a cost of $1,885.50.

Motion carried.

Personnel Committee. In the absence of Dr. Bannerot, Chairman, the Library Director reported that he and members of the Search Committee interviewed candidates for the position of Circulation Librarian. He submitted the application of Ms. Lois Leasure. The Library Director presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Mrs. Smith, seconded by Mr. Cheshire, it was

RESOLVED, That Ms. Lois Leasure be appointed Circulation Librarian, effective October 25, 1979 at an annual salary of $11,280.00.

Motion carried.

NEW BUSINESS

Approval of Bills. The Library Director submitted Book Bills List No. 269 ($16,787.42) and General Bills List No. 269 ($17,572.41) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Cheshire, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 267 ($26.43) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Cheshire and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Sissonville Instant Library. Mrs. Brown moved that the payment as submitted be approved. It

is recorded as follows:

Laird Office Equipment Company	$ 372.55
Rose City Press	36.95
R. L. Wilson - Jerry Goff	234.00
Wayne Heating and Air Conditioning - Arnold W. Hall	22,579.60
	$23,223.10

The motion was seconded by Mr. Cheshire, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

First Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 5, 1979

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 5, 1979 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Dr. Bannerot
Mrs. Brown
Mr. Cheshire
Mrs. Glasser
Mr. Kuhns
Mr. Ray
Dr. Wallace

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the November 7, 1979 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of November, 1979. Included were the following:

1. Kanawha County Public Library was in receipt of a generous gift of $500.00 presented by The Bernard H. and Blanche E. Jacobson Foundation.

2. An unannounced Firesafety Inspection, conducted by W. A. Summers and W. E. Meadows, Bureau of Fire Prevention, Charleston Fire Department, was made of the Capitol Street Building on Wednesday, November 14, 1979. The inspectors written report stated the following:

Corrections	0
Repeats	0
New	0
Total	0

Comment: "In the opinion of the inspectors, there were no hazardous conditions in this area at the time of this inspection."

3. Nicholas Winowich was elected President, Community Relations Council, Charleston Job Corps at the annual meeting held on Tuesday, November 13, 1979.

4. An acoustical installation to correct noise reverberation in the Dunbar Branch Library Auditorium may cost as much as $2,000.00.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $175,000.00 purchased from the Community Banking and Savings of Dunbar at 12% (interest earned $1,750.00) due January 3, 1980. Upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $175,000.00 which is due January 3, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30-day Certificate of Deposit in the amount of $150,000.00 on January 3, 1980.

Motion carried.

Budget Planning for Fiscal 1980/1981. Dr. Wallace, Chairman, reported that an informal meeting was held on Tuesday, November 20, 1979

with Mr. Springer, Mr. Stern and Mr. Winowich. The purpose of the meeting was to consider basic principles in preparation of the budget document for fiscal 1980/1981. It was his expectation, he said, to have a proposed draft for the committee by the new year. Discussion followed.

Special Resources Committee.

Proposed Membership in Pittsburgh Regional Library Center/Ohio College Library Center. Dr. Bannerot, Chairman, reported that some members of the Library Board met with Dr. Scott Bruntjen, Executive Director, Pittsburgh Regional Library Center, who visited Charleston on Tuesday, December 4, 1979. Information was exchanged and the Agreement of Membership, which had been submitted previously, was reviewed favorably by Mr. Kauffelt. Afterwards, Mr. Stern reported on the system: what it can do, its costs and savings as well as opportunity for the present and future. Following discussion, upon motion by Dr. Bannerot, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to sign the OCLC System Participation Agreement with Pittsburgh Regional Library Center ("PRLC") which will give membership to Kanawha County Public Library and enable this institution to participate in the OCLC computerized system of off-line and on-line cataloging and other services.

Motion carried.

Community Service Committee.

Sissonville Instant Library Construction Project. The Library Director gave a progress report on the construction project. The following were cited:

1. Carpeting was delivered and installed.

2. Delivery and installation of shelving and library furniture was expected to be completed within days.

3. Parking area remains unfinished. It appeared as though "blacktop" may not be completed until the new construction season in 1980. "Blacktop" vendors are expected to terminate production because of winter. However, crushed rock, as a base, will be installed as soon as possible to give the area some control over mud and wet grounds.

Comments and discussion followed.

Personnel Committee.

Appointment of Maintenance Superintendent. Dr. Bannerot, Chairman, reported that Mr. Robert N. Henson, Maintenance Superintendent, resigned. He submitted the application of Anthony M. Bright and presented a brief review of his qualifications. Following discussion, and upon motion by Dr. Bannerot, seconded by Mr. Kuhns, it was

RESOLVED, That Mr. Anthony M. Bright be appointed Maintenance Superintendent, effective December 10, 1979 at an annual salary of $12,588.00.

Motion carried.

Personal Leave/Sick Leave Allowance. Dr. Bannerot, Chairman, reported that the Personnel Committee met on December 5, 1979, at 3:00 p.m. in the Library Board Room for the purpose of considering the Library's policy on personal leave. Members present were: Mrs. Anderson, Mrs. Glasser and Dr. Bannerot. Staff present were: Mr. Stern and Mr. Winowich. The proposed new policy would permit each full-time employee to charge three (3) days of personal leave per year to sick leave. Dr. Bannerot said that the adoption of the proposed policy by the Library Board would be consistent with legislatively mandated policy recently adopted by Kanawha County Board of Education.

Following discussion, upon motion by Mr. Cheshire, seconded by Dr. Wallace, it was unanimously

RESOLVED, That three (3) days of personal leave per year may be taken by each full-time salaried employee, chargeable to employee's sick leave; and

RESOLVED FURTHER, That the new Personal Leave/Sick Leave policy become effective July 1, 1979.

Motion carried.

NEW BUSINESS

Library Board Membership Committee. The President announced the appointment of the following persons to a Library Board Membership Committee:

Mrs. Glasser, Chairman
Mr. Cheshire, Member
Mr. Kuhns, Member

They would, he said, consider candidates for Library Board membership and recommend, for nominations, one person to complete the unexpired term of Mrs. Joyce Myerly which ends June 30, 1980.

The President reported that Mrs. Glasser, the Library Director and he would meet on Thursday, December 13, 1979, with Mr. Robert Kittle, Superintendent, Kanawha County Schools. The purpose of this meeting, Mr. Springer said, was to discuss Library Board Membership input from the Board of Education. Discussion followed.

Library Board Meeting Dates. The President reported that the Library Board of Directors would hold its meetings on the following dates:

January 9, 1980
February 6, 1980
March 5, 1980
April 9, 1980
May 7, 1980
June 4, 1980

Approval of Bills. The Library Director submitted Book Bills List No. 270 ($35,185.89) and General Bills List No. 270 ($5,672.61) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Wallace, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 268 ($89.20) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Wallace and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Sissonville Instant Library. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Hatfield and McCoy Carpet Contractors Inc.	$1,118.40
Wayne Heating and Air Conditioning	7,000.00
	$8,118.40

The motion was seconded by Mr. Kuhns, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 9, 1980

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 9, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Dr. Bannerot
Mrs. Brown
Mr. Cheshire
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Mrs. Smith

Also present was Mr. Joel Stern, Assistant Director.

Meritorious Service Award - John L. Ray. Mr. Springer announced that West Virginia State College, at its Mid Year Commencement held in Fleming Hall on December 21, 1979, awarded Mr. John L. Ray its Meritorious Service Award which reads as follows:

West Virginia State College

Mid-Year Commencement

Fleming Hall

December 21, 1979

PRESENTATION OF THE MERITORIOUS SERVICE AWARDS

Provost Anderson

Mr. President:

Fortunate is the institution whose programs and objectives can garner the support and encouragement of citizens who have great influence and

respect within their communities. West Virginia State College is such an institution, for among its most ardent supporters are many stalwart citizens of the Charleston area and the State of West Virginia. It is my pleasure, therefore, to present to you for the Meritorious Service Award:

> Mr. John L. Ray, redoubtable counselor at law and compassionate human being, is a pioneer member of the West Virginia State College Advisory Board, serving as its chairman from 1970-1974. He has been a resolute supporter of our faculty during several periods of program review, and he has been an effective spokesman for the College during many critical times of its development. Gentle in spirit, gargantuan in his zeal for public service, he well merits our most sincere expression of appreciation.

President McNeill

...John L. Ray, I bring warmest greetings and thanks from the staff, student body, and alumni of West Virginia State College. Your long record of service, your loyalty, and your wise counsel well merit the profound respect and great admiration that we hold for you. In presenting you with our Distinguished Service Award we seek to symbolically impart to you our heartfelt appreciation for your friendship and unfailing helpfulness.

May your worthy course wind fruitfully on, and may you find comfort and encouragement in this souvenir that I present to you in behalf of our staff, our students, and our alumni.

Resolution on the Life and Service to the Library of Dr. O. M. Harper. The Library Director read a Memorial Resolution. Upon motion by Mrs. Smith, seconded by Dr. Bannerot, the resolution was adopted unanimously

O. M. HARPER

WHEREAS, It is with deep sorrow and profound regret that we record the death of Dr. O. M. Harper on December 15, 1979; and

WHEREAS, Dr. O. M. Harper, a friend and colleague, who served his community and this institution with devotion, enthusiasm and honor; and

WHEREAS, Dr. O. M. Harper rendered distinguished service to Kanawha County Public Library as a member of its Board of Directors from July, 1964 until his death; and

WHEREAS, Dr. O. M. Harper worked dilingently and well for the improvement of library service to the Elk Valley area; and

WHEREAS, The wise counsel, practical judgment and good will of Dr. O. M. Harper will be missed by his colleagues on this Library Board; and

WHEREAS, In this the first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression to its sense of loss; and

IT IS HEREBY RESOLVED, That this resolution of tribute and remembrance be spread upon the minutes of this meeting and that a copy be transmitted to the family of Dr. O. M. Harper, to whom we extend sincere and heartful sympathy.

Mr. Springer, President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the December 5, 1979 meeting were corrected to show that Mr. Kuhns attended the meeting of that date.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of December, 1979. Included were the following:

1. Kanawha County Public Library received a John V. Ray Fund check of $407.05 through The Greater Kanawha

Valley Foundation. The income from the trust is distributed annually.

2. Kanawha County Public Library received its second Steele A. Hawkins, Jr. Trust check of $2,500.00. The distribution of funds is made annually. The first check of the trust was in the amount of $5,708.30.

3. Arnett and Foster, Accountants, appointed by the State Tax Department, are in process of auditing the Library's books for fiscal year 1978/1979. Miss Lorena Ammar has been extremely helpful in the process.

4. Sissonville Instant Library Construction Project will have its final inspection on Thursday afternoon, January 10, 1980. Persons scheduled to attend are: Mr. Fisher, Library Board; Jerry Goff, architect; William Hall, contractor; Daisy Stemple, Sissonville Librarian; Tony Bright, Superintendent, Building and Grounds; and Nicholas Winowich.

   Other Highlights:

   a) Open to the public beginning Tuesday at 10:00 a.m., January 15, 1980.

   b) Formal dedication, ribbon cutting and flag raising ceremony, Saturday, January 19, 1980 at 10:00 a.m.

5. The staff and I continue to be aware of the need to practice energy conservation. To that end, for example, thermostats have been "tuned-up" for more efficient use of heating and/or cooling equipment. Lighting reductions, when possible and practical, will be followed. Certainly, we will not impinge upon safety.

6. The Charleston Gazette, in its Wednesday, January 9, 1980 edition carried a story entitled, Computer in County Library Helping Alleviate Book Work. Copies of the article were distributed to Library Board members present.

7. Elk Valley Library Board held its annual meeting on December 11, 1979. The following officers were elected:

President	Mr. Steve Underwood
Vice President	Mr. Harry Sease
Secretary/Treasurer	Mrs. Denise S. Sticha, Branch Librarian

The library board elected to make a payment of $1,500.00 in partial fulfillment of its $3,500.00 annual obligation.

8. George Washington Community School will observe a "Satellite Library," open house on Thursday, January 31, 1980 at 7:30 p.m. The other "Satellite Library" is located at East Bank Community School and will hold its open house on a date to be determined.

Reports of Committees.

Budget Committee.

Cash Management. In the absence of Dr. Wallace, Chairman, Budget Committee, Mr. Stern reported that the Kanawha County Public Library owns one 30-day Certificate of Deposit for $150,000.00 purchased from the Elk National Bank at 12.75% (interest earned $1,676.61) due February 4, 1980. Upon motion by Mr. Kuhns, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30-day Certificate of Deposit in the amount of $150,000.00 which is due February 4, 1980; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $100,000.00 on February 4, 1980 to mature on February 15, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent to purchase a Certificate of Deposit in the amount of $100,000.00 on February 4, 1980 to mature on March 1, 1980.

Motion carried.

Additional Grant-In-Aid Funding. Mr. Stern reported that an additional sum of $8,527.00 in Grant-In-Aid Funding was received from the State of West Virginia. He stated that the total to be received in fiscal year 1979/1980 was $328,300.00 or $1.54 per capita. The amount would be distributed as follows:

Kanawha County Public Library	$8,150.00
Nitro Public Library	321.00
Clendenin Public Library	56.00
	$8,527.00

There was discussion and no objection to the proposed distribution to Clendenin and Nitro, as noted.

Budget Planning. Mr. Stern reported that a draft of the proposed budget document for fiscal year 1980/1981 is expected to be mailed soon to members of the Budget Committee. Meetings will be held as often as necessary, and the Budget Committee expects to present and report the budget to the Library Board at its February, 1980 meeting.

Additional Expenditures for the Branch Libraries in Cross Lanes, Dunbar and Sissonville. The Library Director recommended the expenditure of funds from the additional Grant-In-Aid of $8,150.00 for the purpose of purchasing and installing the following:

1.	Dunbar Branch Library Auditorium. Acoustical materials	$2,000 est.
2.	Sissonville Instant Library. Equipment and carpeting in airlock to complete construction project	1,500 est.
3.	Cross Lanes Instant Library. Carpeting and shades in airlock	500 est.
	Total	$4,000 est.

Discussion followed. Afterwards, upon motion made by Mr. Kuhns, seconded by Mr. Kauffelt it was passed unanimously that the Library Director be

authorized to make expenditures not to exceed $4,000.00 for the purposes as listed above.

Library Board Membership Committee. Mr. Cheshire, in the absence of Mrs. Glasser, reported that the Library Board Membership Committee met on Wednesday, January 9, 1980 at 3:00 p.m. in the Library Board Room. Also present were: Mr. Kuhns, Mr. Springer, Mr. Stern and Mr. Winowich. Mr. Cheshire reported that the Library Board Membership Committee recommends that the following persons be nominated for membership, Library Board of Directors, Kanawha County Public Library, to-wit:

1. John Santrock, Superintendent Emeritus, Kanawha County Schools, to fill the unexpired term of the late Dr. O. M. Harper which ends June 30, 1982; and,

2. Mr. Gary Ellis, Clendenin resident and President, Clendenin Public Library, to fill the unexpired term of Mrs. Joyce Myerly which ends June 30, 1980.

Following discussion, upon motion made by Mr. Cheshire, seconded by Mrs. Smith it was unanimously passed that the Library Director be authorized to submit the said nominations to the Board of Education of the County of Kanawha with a request that the said nominees be duly appointed.

Community Service Committee.

Sissonville Instant Library Project. The Library Director submitted a summary of income and expenditures for the Sissonville Instant Library Construction Project. This summary is reproduced as follows:

SISSONVILLE
INSTANT LIBRARY CONSTRUCTION PROJECT
A SUMMARY

INCOME	RECEIPTS	DUE US	TOTAL
Revenue Sharing	$69,288.17	$11,211.83	$ 80,500.00
State of West Virginia - Partnership Grant		9,900.00	9,900.00
State of West Virginia - West Virginia Library Commission	14,000.00	-0-	14,000.00
TOTAL RECEIPTS	83,288.17	21,111.83	104,400.00

EXPENDITURES	DISBURSEMENTS	OWING OTHERS	TOTAL
CONSTRUCTION			
Building Construction - Original Contract			41,330.00
Foam Insulation			1,050.00
Exterior Lighting			4,295.00
Plants and Planting			3,155.00
Vestibule (Change Order #1)			1,128.00
In Lieu of Shell From WVLC (Change Order #2)			14,000.00
TOTAL CONSTRUCTION	53,877.35	11,080.65	64,958.00
LAND ACQUISITION	4,896.00	-0-	4,896.00
SITE PREPARATION			
Filling and Grading	16,800.00	-0-	16,800.00
Drainage Project	7,000.00	-0-	7,000.00
Underground Installation	94.00	-0-	94.00
	23,894.00	-0-	23,894.00
MISCELLANEOUS	75.20	-0-	75.20
ARCHITECTURAL FEES	869.00		869.00
CARPETING FURNITURE and EQUIPMENT	3,695.02	5,734.90	9,429.92
TOTAL EXPENDITURES	87,306.57	16,815.55	104,122.12
PROJECT BALANCE			277.88
			$104,400.00

Note: Because we still probably have additional architect's fees to pay, the modest project balance will probably turn into a modest project deficit.

The Library Director noted that there was a project balance of $277.88, as of December 21, 1979. Unanticipated expenses included the high cost of filling and grading and the sewer pipe installation to improve drainage. There was discussion.

Marmet Outpost Library. Mr. Stern reported that Marmet secured a deed from the Chessie System and paid $38,000.00 for the property located off McCorkle Avenue and 93rd Street. Governor Rockefeller, on January 4, 1980, approved a Partnership Grant for $50,000.00 for the Marmet Outpost Library. Mr. Ray reviewed the Memorandum of Understanding, mailed previously to each member, and recommended that a change be made in Article 12 from three months to six months; which subsequently was approved following discussion. Afterwards, upon motion by Mr. Kauffelt, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the President of the Library Board be and is hereby authorized to sign the agreement between Kanawha County Public Library and the Town of Marmet providing the Mayor obtains approval from the Town Council to do likewise.

Motion carried.

NEW BUSINESS

Report of the White House Conference on Libraries. Mr. Stern reported briefly on the White House Conference on Libraries held in Washington, D. C. on November 15-19, 1979, attended by nearly 900 official representatives. The delegates passed 29 resolutions focusing on funding, services and networking. Brief discussion followed.

American Library Association Midwinter Conference. Upon motion of Mr. Cheshire, seconded by Dr. Bannerot, the following resolution was adopted:

RESOLVED, That the Library Director and the Assistant Director be authorized to attend the American Library Association Midwinter Conference to be held in Chicago, Illinois, January 21-25, 1980 and that expenses, not to exceed $1,050.00, be paid.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 271 ($17,644.34) and General Bills List No. 271 ($23,502.95) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 269 ($142.87) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Smith and duly adopted, it was ordered that the bills set out on the said list be paid.

There being no further business, the meeting on motion adjourned.

Donald F. Spencer
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 6, 1980

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 6, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mr. Ellis
Mr. Fisher
Mrs. Glasser
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Mr. Santrock
Mrs. Smith

Also present were Mr. Nicholas Winowich, Library Director, and Mr. Joel Stern, Assistant Director.

In the absence of President, Mr. Springer, Dr. Wallace, First Vice-President, presided.

Dr. Wallace welcomed Mr. Santrock and Mr. Ellis.

The Library Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Mr. Robert E. Kittle, Superintendent of Schools, County of Kanawha. It reads as follows:

"January 30, 1980

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At a regular meeting of the Kanawha County Board of Education on Thursday, January 24, 1980, the following nominees were unanimously approved to complete the unexpired terms of the late Dr. O. M. Harper and Mrs. Joyce H. Myerly as members of the Kanawha County Public Library Board of Directors:

1. Mr. John F. Santrock, Superintendent Emeritus, Kanawha County Schools, to fill the unexpired term of the late Dr. O. M. Harper which ends June 30, 1982.

2. Mr. Gary Ellis, Resident of Clendenin and Senior Vice President and Head of Loan Division, Charleston National Bank, to fill the unexpired term of Mrs. Joyce Myerly which ends June 30, 1980.

"These appointments are in compliance with the resolution adopted by the Library Board of Directors at its meeting on Wednesday, January 9, 1980, and in accordance with your request of January 11, 1980.

"Sincerely yours,

/s/ Bob
Robert E. Kittle
Superintendent of Schools"

"REK/bje
cc: Board of Education Members"

The Library Director reported that Mrs. Ruth Harper had sent a letter to the Board of Directors. It reads as follows:

"Christmas Day ----- 12-25-79"

"'The eyes are the windows of the soul.' Years ago our minister friend reminded us -- 'all windows get dirty, we shed tears to wash them.' Today I feel my windows are washed for all time. Thank you for your many expressions of sympathy: Flowers, food,

cards, telephone calls, memorial contributions, offers of help now for later when I really will need you. Most of all, thank you for helping me wash my windows."

"With sincere gratitude,

Ruth A. Harper"

"1-15-80"

Library Director's Monthly Report.

1. The first Community School Satellite Libraries were established at East Bank High School and at George Washington High School. (Please see my report for October, 1979 for a fuller definition of Satellite Library.) The official open house at George Washington was rescheduled from January 31, 1980 to February 7, 1980 because of previous heavy snowfall and poor road conditions.

2. In spite of the fact that most donors of gifts: books, magazines and phonograph records are identified; on occasion someone, perhaps anonymous, leaves a gift to Kanawha County Public Library and we have no way of acknowledging its receipt nor of extending thanks and appreciation. Recently, we received a Mark Twain book entitled "The American Claimant." This volume has a rare book value of $150.00. So, our identification to this donor is FRIEND.

3. The official, ribbon cutting/flag raising ceremonies at the Sissonville Instant Library were held on Saturday, January 19, 1980. Speakers included: Don Springer; Darrel Holmes, Sissonville resident and member, House of Delegates; and Karen Carpenter, President, Sissonville Library Board. Afterwards, refreshments were served as the many guests visited in the facility with staff and friends.

4. Library Appreciation Day honoring Governor Rockefeller and members of Legislature was held at the Charleston Civic Center on Tuesday evening, February 5, 1980. Most of us agreed that the event was the largest of its kind. Our unofficial count was 500.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one ten-day Certificate of Deposit for

$100,000.00 purchased from the National Bank of Commerce at 12.90% (interest earned $352.42) due February 15, 1980 and one 28-day Certificate of Deposit for $100,000.00 with the National Bank of Commerce at 12.90% (interest earned $989.59) due March 4, 1980. Upon motion by Mr. Kuhns, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the Certificate of Deposit in the amount of $100,000.00 which is due February 15, 1980; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $150,000.00 on February 15, 1980 and to mature on March 3, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the Certificate of Deposit in the amount of $150,000.00 which is due March 3, 1980; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $115,000.00 on March 3, 1980 and to mature on April 1, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent to re-invest the Certificate of Deposit in the amount of $100,000.00 which is due March 4, 1980 and to mature on March 17, 1980.

Motion carried.

Revenue Sharing Fund Application. Dr. Wallace reported that Kanawha County Public Library was invited by Kanawha County Commission to

submit a Revenue Sharing Grant request for fiscal year 1980/1981. Dr. Wallace stated that the Budget Committee recommended such action. After discussion, upon motion by Dr. Bannerot, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to submit a Revenue Sharing request to Kanawha County Commission.

Motion carried.

Salary Adjustment. Dr. Wallace reported that the Budget Committee was informed by the Library Director and Assistant Director that 16 library employees were inadvertently mislocated on the payscale. It was recommended by the Budget Committee that salary adjustments for the 16 employees be made at a cost of $1,980.00 for the period February 1, 1980 through June 30, 1980. Those employees and amounts are identified as follows:

1.	Arcuri, Onnalee	$ 270.00
2.	Banning, Virginia	75.00
3.	Casto, Nova	125.00
4.	Ferguson, Susan	60.00
5.	George, James	190.00
6.	Jackson, Mary Jo	125.00
7.	Lee, Mary Frances	125.00
8.	Martin, June	115.00
9.	Meadows, Sara	125.00
10.	Nida, Katherine	125.00
11.	Pauley, Jay	135.00
12.	Penn, Mary	200.00
13.	Pennington, Nancy	60.00
14.	Price, Vickie	125.00
15.	Trimble, Sandra	65.00
16.	Townsend, Vicki	60.00
		$1,980.00

Following discussion, upon motion by Mr. Ray, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to make salary adjustments for the 16 employees at a cost of $1,980.00 for the period February 1, 1980 through June 30, 1980.

Motion carried.

Budget 1980/1981. Dr. Wallace, Chairman, Budget Committee, submitted the proposed budget for 1980/1981. He stated that the Budget Committee had met to study and consider the proposed budget for fiscal 1980/1981. Copies of the proposed Budget were distributed to members present. Also distributed were copies of a supplemental report in a condensed version of the 1980/1981 budget as compared to the 1979/1980 budget. A detailed analysis was presented by Mr. Stern. Emphasized were the following:

1. Income and expenditures; a thorough review.
2. Proposed salary increases.
3. State of West Virginia Grant-In-Aid program provides substantial financial support to Kanawha County Public Library.
4. Federal minimum wage standards ($3.10 for 1980 and $3.35 for 1981) influenced entry level salary of clericals.

Discussion followed. Afterwards, the Library Director, Assistant Director and Miss Ammar were excused from the meeting. Upon their return, the Vice-President reported that upon motion by Mrs. Glasser, seconded by Mr. Fisher, it was moved that the Budget for 1980/1981 be adopted. Afterwards, a vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County. Mrs. Glasser moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1980, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Fisher, and upon a vote being taken, the motion carried unanimously.

Mrs. Glasser moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1980, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Fisher, and upon a vote being taken, the motion carried unanimously.

Mrs. Glasser moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1980, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Fisher, and upon a vote being taken, the motion carried unanimously.

Community Service Committee.

Marmet Construction Project. Mr. Stern and Mr. Ray reported the following:

1. Outpost Library site was purchased by the Town of Marmet from Chessie System for $38,000.00.

2. The Governor's Office of Economic and Community Development changed grantee from Town of Marmet to Kanawha County Public Library.

3. Partnership Grant from GOECD totaled $50,000.00.

4. West Virginia Library Commission Outpost Library grant to Kanawha County Public Library totaled $20,000.00.

5. The Memorandum of Understanding, or Agreement between Town of Marmet and Kanawha County Public Library, was not final. However, some changes, Mr. Ray said, were necessary. The principal concern continues to be of a revisionary nature; particularly in the light of a change in grantee.

6. The need to complete certain documents and to process an order for one Outpost Library unit, they said, was necessary.

Following considerable discussion, upon motion by Mr. Ray, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign the Governor's Office of Economic and Community Development Partnership Grant application; and

RESOLVED FURTHER, That the Library Director be and is hereby authorized to purchase one Outpost Library unit which is to be installed in the Town of Marmet.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 272 ($36,521.07) and General Bills List No. 272 ($29,810.76) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kuhns, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 270 ($56.40) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kuhns, seconded by Mrs. Smith and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Sissonville Instant Library. Mr. Kuhns moved that the payment as submitted be approved. It is recorded as follows:

Hatfield and McCoy Carpet Contractors, Inc.	$ 153.00
J. H. Pence Company	5,734.90
Wayne Heating and Air Conditioning	3,230.00
R. L. Wilson - Jerry R. Goff	380.00
	$9,497.90

The motion was seconded by Mrs. Smith, and, upon a vote being taken, it was carried.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mr. Kuhns moved that the payment as submitted be approved. It is recorded as follows:

William J. Reese	$125.00

The motion was seconded by Mrs. Smith, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Ralph J. Wallace
First Vice-President

Nicholas Winnrich
Secretary

BUDGET 1980/1981
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Librarians	$ 439,955	
Clericals	539,477	
	$ 979,432	
Library Materials		
Books (incl. Freight In)	$ 196,200	
Audio-Visual	15,550	
Periodicals	32,151	
Binding	4,884	
	$ 248,785	
Other Expenses		
Salaries - Custodial	$ 75,605	
Social Security	67,000	
W.Va. Public Employees Insurance	53,000	
Supplemental Personnel Costs	20,257	
SubTotal-Other Personnel Costs	$ 215,862	
Building Supplies	6,400	
Furniture and Equipment	5,000	
Insurance	13,300	
Miscellaneous	9,200	
Office and Library Supplies	30,900	
Processing Services	23,000	
Repairs and Maintenance	11,400	
Service Contracts	19,000	
Travel	7,200	
Utilities	68,036	
Vehicles - Operating and Maintenance	6,700	
	$ 415,998	
TOTAL OPERATING EXPENSES		$1,644,215
OTHER CAPITAL SUPPORT		
Building Purchase Contract		26,704
TOTAL BUDGET-KCPL		$1,670,919
OTHER LIBRARIES		
Nitro	$ 10,323	
Clendenin	2,215	
SUBTOTAL - OTHER LIBRARIES		12,538
GRAND TOTAL		$1,683,457

Other Income

Cross Lanes	$ 2,500	
Dunbar	15,000	
Elk Valley	3,500	
Glasgow	-0-	
Marmet	3,348	
St. Albans	17,480	
St. Albans Board - Sunday Service	-0-	
Sissonville	3,659	
Miscellaneous	30,000	
Interest	12,000	
Accumulated Balances	10,000	
Revenue Sharing for Sissonville operations	-0-	
Grant-In-Aid	328,300	
TOTAL - OTHER INCOME	$ 425,787	

Appropriated Funds

Board of Education	$ 538,509	
County Commission	538,509	
City of Charleston	180,652	
TOTAL - APPROPRIATED FUNDS	$1,257,670	
GRAND TOTAL		$1,683,457

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
NEW POSITIONS - FULL TIME			
Processing Librarian	Eugene P. Fleisher	$1,050	$12,600
Branch Librarian, Clendenin	Elizabeth Andrews	1,006	12,072
EXISTING POSITIONS - FULL TIME			
Branch Librarian, Marmet		922	11,064
Branch Librarian, Glasgow	Anna Parker	963	11,556
Branch Librarian, Sissonville	Daisy Stemple	963	11,556
Circulation Librarian	Lois Leasure	1,050	12,600
Children's Librarian	Pamela Stebbins	1,050	12,600
Extension Librarian	Dennis Heritage	1,050	12,600
Circulation Librarian	John Kelly	1,097	13,164
Children's Librarian, Branch, SA	Joellen Risacher	1,097	13,164
Branch Librarian, Elk Valley	Denise Sticha	1,144	13,728
Extension Librarian	Sarah Kelley	1,146	13,752
Circulation Librarian	Susan Hitchens	1,146	13,752
Homebound Librarian	Barry Geesey	1,146	13,752
Branch Librarian, Cross Lanes	Sara Mathewson	1,147	13,764
Branch Librarian, Dunbar	Stephen Crowley	1,249	14,988
Chief, Children's Librarian	Kathleen Whalin	1,249	14,988
Branch Librarian, St. Albans	Marguerite Palmer	1,305	15,660
Processing Librarian	Claudia Benton	1,308	15,696
Reference Librarian	Gretchen Schwinger	1,308	15,696
Chief, Circulation Librarian	Thomas Wrenn	1,394	16,728
Reference Librarian	Frances Gerard	1,405	16,860
Chief, Reference Librarian	June Martin	1,425	17,100

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
EXISTING POSITIONS - FULL TIME			
Chief, Processing Librarian	Ruth Figgatt	$1,555	$18,660
Chief, Extension Librarian	Jo Ellen Flagg	1,623	19,476
Assistant Director	Joel Stern	1,923	23,076
Director	Nicholas Winowich	2,746	32,952
Termination of not yet designated Librarian I, as of 12/31/80			- 6,300
SUB-TOTAL - ALL FULL-TIME LIBRARIAN EMPLOYEES INCLUDING NEW POSITIONS			$407,304
EXISTING POSITIONS - HOURLY			
Regularly Scheduled		Hourly	16,560
Substitutes		Hourly	8,400
Sunday Services		Hourly	7,691
SUB-TOTAL - ALL HOURLY			$ 32,651
GRAND TOTAL - ALL LIBRARIAN SALARIES			$439,955

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
NEW POSITIONS - FULL TIME			
Junior Clerk, Administration	Alfreda Jackson	$ 655	$ 7,860
Junior Clerk, Clendenin	Lucy Frazier	700	8,400
Junior Clerk, Extension	Sonjia Skaggs	627	7,524
EXISTING POSITIONS - FULL TIME			
Junior Clerk, Elk Valley	Linda Meszaros	627	7,524
Junior Clerk, Dunbar	Wanda Good	627	7,524
Junior Clerk, Dunbar	Rosalind Reid	627	7,524
Junior Clerk, Dunbar	Shirley Smith	627	7,524
Junior Clerk, Cross Lanes	Karen Miller	627	7,524
Junior Clerk, Extension	Jane Broadwater	627	7,524
Junior Clerk, Processing	Barbara Jackson	627	7,524
Junior Clerk, Processing	Sharon Megginson	627	7,524
Junior Clerk, St. Albans	Barbara Riley	655	7,860
Junior Clerk, Circulation	Shirley Smyth	655	7,860
Junior Clerk, Circulation	Jeri Fittro	655	7,860
Junior Clerk, Circulation	Paula McCormick	655	7,860
Junior Clerk, Childrens	Arbutus Glenn	655	7,860
Junior Clerk, Childrens	Janice Staab	655	7,860
Junior Clerk, Childrens	Mary Burgess	655	7,860
Junior Clerk, Circulation	Maureen Glasford	655	7,860
Junior Clerk, Extension	Brian Diller	655	7,860
Junior Clerk, Extension	Phyllis Jordan	655	7,860
Junior Clerk, Extension	Arrietta Burgess	684	8,208
Junior Clerk, Processing	Karen White	684	8,208

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, St. Albans	Betsy King	$ 684	$ 8,208
Junior Clerk, Circulation	William McDowell	700	8,400
Junior Clerk, Circulation	J. Edward Topliff	715	8,580
Special Clerk, Sissonville	Janie Derrick	732	8,784
Special Clerk, Marmet	Traletta Wallace	732	8,784
Special Clerk, Administration	Janet Adams	732	8,784
Junior Clerk, Processing	Vicki Townsend	747	8,964
Junior Clerk, Processing	Susan Ferguson	747	8,964
Junior Clerk, Extension	Nancy Pennington	747	8,964
Special Clerk, Elk Valley	Cecilia Long	765	9,180
Senior Clerk, Processing	Mary Penn	772	9,264
Junior Clerk, Processing	Kathryn Nida	781	9,372
Junior Clerk, St. Albans	Victoria Price	781	9,372
Junior Clerk, Extension	Mary Frances Lee	781	9,372
Junior Clerk, Circulation	Nova Casto	781	9,372
Junior Clerk, Circulation	Sara Meadows	781	9,372
Junior Clerk, Circulation	Mary Jo Jackson	781	9,372
Special Clerk, Glasgow	Maria Porter	799	9,588
Special Clerk, Dunbar	Mary Hermansdorfer	799	9,588
Senior Clerk, Extension	Jay Pauley	807	9,684
Special Clerk, Cross Lanes	Sandra Sue Copen	835	10,020
Special Clerk, St. Albans	Bridget Herndon	835	10,020
Senior Clerk, Processing	Sandra Trimble	843	10,116
Senior Clerk, Reference	Onnalee Arcuri	843	10,116
Messenger	Robert Frederick Henson	863	10,356
Special Clerk, Extension	Franca Martin	912	10,944
Special Clerk, Circulation	Cortez Johnson	912	10,944

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Special Clerk, Childrens	Betty Jane Harper	$ 912	$10,944
Special Clerk, Administration	Virginia Banning	912	10,944
Mobilibrary Driver	Ronald Finney	985	11,820
Library Associate, Acquisition	Mae Thomas	1,080	12,960
Administrative Assistant	Lorena Ammar	1,359	16,308
Provision for Promotion of not yet designated Junior Clerk to Special Clerk			924
Termination of not yet designated Junior Clerk, as of 12/31/80			- 3,762
SUB-TOTAL - ALL FULL-TIME CLERICAL EMPLOYEES INCLUDING NEW POSITIONS			$493,614
EXISTING POSITIONS - HOURLY			
Regularly Scheduled			37,404
Substitutes			1,128
Sunday Service			7,331
SUB-TOTAL - ALL HOURLY			$ 45,863
GRAND TOTAL - ALL CLERICAL SALARIES			$539,477

Library Materials

Books	
Boys and Girls	$ 15,300
Circulation	41,800
Extension	44,900
Reference	19,000
Cross Lanes	8,100
Dunbar	15,250
Elk Valley	9,900
Glasgow	6,550
Marmet	8,600
St. Albans	14,200
Sissonville	9,600
	$192,800
Audio Visual	16,550
Binding	4,884
Periodicals	31,151
Freight In	3,400
	$248,785

SALARIES - BUILDING

Position	Employee	Monthly Salary	Annual Salary
EXISTING POSITIONS - FULL TIME			
Custodian	Emanuel Robinson	$ 627	$ 7,524
Custodian	Arthur C. Long	655	7,860
Custodian	Jack Goodman	731	8,772
Custodian	James George	747	8,964
Building Superintendent	Anthony M. Bright	1,186	14,232
Custodial Services	James L. Thomas	1,239	14,868
SUB-TOTAL - ALL FULL-TIME CUSTODIAL EMPLOYEES			$62,220
EXISTING POSITIONS - HOURLY			
Regularly Scheduled (at Branches)			12,302
Sunday Services			1,083
SUB-TOTAL - ALL HOURLY CUSTODIAL EMPLOYEES			$13,385
GRAND TOTAL - ALL CUSTODIAL SALARIES			$75,605

Social Security

Calendar 1980 Contributions - 6.13% on earnings up to $25,900	$67,000
Calendar 1981 Contributions - 6.65% on earnings up to $29,700	

West Virginia Public Employees Insurance

West Virginia Public Employee Insurance	$53,000

Supplemental Personnel Costs

Workmen's Compensation	
Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers) ; est. rate $0.20/$100	$ 1,881
Amount based on Class K-4 employees (building staff) ; est. rate $0.95/$100	716
Amount based on Class G-11 employees (Mobilibrary drivers) ; est. rate $5.25/$100	660
	$ 3,257
West Virginia Unemployment Tax	9,200
Work Study Programs	3,900
Security Officers	3,400
Graphics	500
	$20,257

Building Supplies

Flourescent tubes and incandescent lamps	$ 2,700
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	3,700
	$ 6,400

Furniture and Equipment

Xerox Machine Lease Purchase Payments	$ 0
Unspecified	5,000
	$5,000

Insurance

Comprehensive Insurance	$13,300

Miscellaneous

Legal advertising	$ 300
Audit	4,200
Refunds on lost books - paid	500
Petty Cash Disbursements	1,000
Membership	800
Interview Expenses	200
Printing	800
Library Programs	1,000
Continuing Education	400
	$9,200

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationary, printed forms and other supplies	$10,200
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	13,500
Wholesaler Processing Supplies	0
Postage	
Postal cards, stamped envelopes and stamps	7,200
	$30,900

Processing Services

Data Bank Accessing	$11,250
Catalog Cards	8,434
Maintenance	396
Communications - Phone Lines and Data Set	2,220
PRLC Dues	700
	$23,000

Repairs and Maintenance

General repairs and maintenance	$11,400

Service Contracts

Office Machines	$ 5,900
Library Machines	4,500
Elevators (3)	6,800
Air Conditioning	1,000
Other	600
Rentals	200
	$19,000

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting at Huntington	$ 810
Director and Assistant Director to attend American Library Association Midwinter Meeting/Washington	1,050
Director, Assistant Director, one Board Member and two staff members to attend American Library Association annual Summer Meeting at New York City	3,435
Director, Assistant Director and two staff members to attend MARLF	0
Seminars/Workshops	1,905
	$7,200

Utilities

Electricity	$37,800
Fire Service Fee, Charleston	4,036
Gas	9,700
Sewerage	1,700
Telephone	10,850
Water	3,950
	$68,036

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$3,600
Mobilibrary - maintenance	1,000
Other Vehicle - maintenance	2,100
	$6,700

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 5, 1980

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 5, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mr. Cheshire
Mr. Ellis
Mr. Kauffelt
Mr. Ray
Mr. Smith
Mrs. Smith
Dr. Wallace

Also present were Mr. Nicholas Winowich, Library Director, and Mr. Joel Stern, Assistant Library Director.

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the February 6, 1980 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of February, 1980. Included were the following:

1. The State of West Virginia budget document for fiscal 1980/1981 remains, at this time, to be unresolved. Listed below are some line-item differences in appropriations for West Virginia Library Commission. They are:

Grant-In-Aid

Governor - Remains same at $1.54 or $328,300.

House - Increase by $200,000. Per capita expenditure will be improved by 12 cents to $353,882.

Senate - Remains same at $1.54 or $328,300.

Construction

Governor - 0-

House - 0-

Senate - $250,000 for Instant Libraries (as in Cross Lanes and Sissonville) and Outpost Libraries (as in Marmet) only.

2. Joel Stern and the Library Director visited with the newly appointed Marmet Library Board members on February 15, 1980 at Marmet Junior High School. Building Construction and site plans were exhibited and discussed. Library services and operations were reviewed. Copies of the West Virginia Public Library Trustees Manual were distributed. Subsequently, Mrs. Helen Smith has agreed to speak at their next meeting, about duties and responsibilities of Library Board membership.

3. Mr. Kenneth Pritt, Budget Officer, Kanawha County Commission, visited on February 14, 1980 for the purpose of becoming better acquainted with the Library's budget, statute, funding and history of the institution.

4. Mrs. Ruth Harper was elected to the Elk Valley Library Board to complete the unexpired term of her late husband, Dr. O. M. Harper. The term ends October, 1980.

5. Consumption of natural gas, at the Main Library, for heating purposes was lower in January, 1980 than in January, 1979. This was due, in part, to "milder" weather, a lower required setting to 69° and a "tune-up" of all thermostats.

6. Kanawha County Public Library "piggy-backs" a levying authority for the purpose of securing the best possible price for the goods and services it needs in the performance of its operation and maintenance. For example, the Library purchases gasoline for its

vehicles (bookmobile, van, station wagon and sedan) from Kanawha County Schools at a cost of $1.01 per gallon. The pump price, this date, was $1.29.

7. One of the winning slogans at a recent Children's Book Mark Contest held in the Glasgow Branch Library was the following:

Reading Is Good For Your Health

8. Blacktopping of the Sissonville Instant Library parking lot is expected to be completed before March 31, 1980.

9. Governor Rockefeller presented a 100 album set of phonograph records on the history of American music to the St. Albans Branch Library. The gift was from the Rockefeller Foundation.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one 13-day Certificate of Deposit for $100,000.00 purchased from the Bank of West Virginia at 15.31% (interest earned $545.29) due March 17, 1980 and one 28-day Certificate of Deposit for $115,000.00 with the Bank of West Virginia at 15.40% (interest earned $1,358.57) due April 1, 1980. Upon motion by Dr. Wallace, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent to re-invest the Certificate of Deposit in the amount of $100,000.00 which is due March 17, 1980 and to mature on April 15, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the Certificate of Deposit in the amount of $115,000.00 which is due April 1, 1980; and to deposit this amount plus interest in the Public Library Account; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $85,000.00 on April 1, 1980 and mature on April 15, 1980.

Motion carried.

Audit Report for Fiscal Year 1978/1979. Dr. Wallace, Chairman, Budget Committee, reported that an audit of cash receipts and disbursements for the fiscal year ending June 30, 1979 was completed by the firm of Arnett and Foster, Certified Public Accountants. Copies of the Financial Report and Management Letter, he said, were mailed previously to the President and to the Chairman, Budget Committee. Copies were then distributed to members present. Copies, he said, would be mailed to members not present at this meeting. Following discussion, upon motion by Dr. Wallace, seconded by Mr. Cheshire, it was unanimously

RESOLVED, That the Audit Report for fiscal year 1978/1979 be received and filed.

Motion carried.

Dunbar Branch Library Auditorium Acoustical Installation. Dr. Wallace, Chairman, reported that legal ads were placed in The Charleston Gazette and Charleston Daily Mail on January 31, 1980 and again on February 7, 1980 for the purpose of seeking bids on the installation of acoustical panels in Dunbar Branch Library auditorium. Bid opening, he said, was held on Thursday, February 14, 1980 at 10:00 a.m. in the Dunbar Branch Library. Dr. Wallace reported that one bid was received. It is recorded as follows:

Asbestos and Insulating Company $1,987.00

After discussion, upon motion by Dr. Wallace, seconded by Mr. Smith, it was unanimously

RESOLVED, That Kanawha County Public Library accept the proposal as submitted by Absestos and Insulating Company, as specified, for the installation of Acoustical Wall Panels in the Auditorium of Dunbar Branch Library at a cost of $1,987.00.

Motion carried.

Kanawha County Public Library Trust Fund. The Library Director presented a review of two cash gifts invested with Charleston National Bank. He stated that a gift of $5,000.00 was given to Kanawha County Public Library by Professor Jack Hanson as a memorial to his father, Arthur Hanson who served as Vice-President, Kanawha County Public Library Board of Directors and who was an officer of United Carbon. The gift, he said, was invested with Charleston National Bank on December 13, 1969 where Mr. Arthur Hanson was a customer of many years. The interest earned, as of January 31, 1980, totaled $2,649.91.

The Library Director also reported that a gift of $1,500.00 was received from Mrs. Rae Dorothy Boiarsky as a memorial to her son, Ivor Boiarsky. Mr. Boiarsky was a member of the West Virginia Legislature and served as Speaker of the House. The gift was invested with Charleston National Bank on June 1, 1971 where Mr. Boiarsky was a member of the Board. The interest earned, as of January 31, 1980, totaled $464.94.

The trust agreements earned a combined $3,114.85.

Kanawha County Public Library, the Director reported, was in receipt of a Charleston National Bank letter which requested that a refund of $73.61 be made because an overdistribution was made in 1979.

Following discussion, upon motion by Dr. Wallace, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to refund the $73.61 to the trust at Charleston National Bank.

Motion carried.

Community Service Committee. Mr. Ray, Chairman, and Mr. Stern, Assistant Library Director, reported the following:

1. One Outpost Library Building was ordered with delivery scheduled to be made by April 30, 1980.

2. Funding of $14,000 was provided by West Virginia Library Commission.

3. Plans and specifications were completed by Mr. Jerry Goff, Architect. Tentative bid opening date was scheduled for Thursday, April 3, 1980.

4. Chessie System erred in its definition of property - certain measurements were missing. However, corrective measures have been taken. Chessie System and Town of Marmet officials were notified. No problems were anticipated.

5. A revised Agreement was prepared by Mr. Ray and reviewed. See below.

6. The Mayor and town attorney have seen the revised draft and extended their approval of it.

A G R E E M E N T

THIS AGREEMENT, made this ____ day of March, 1980 by and between KANAWHA COUNTY PUBLIC LIBRARY, a corporation, hereinafter called "Kanawha" and the TOWN OF MARMET, WEST VIRGINIA, a municipal corporation, hereinafter called "Marmet";

WHEREAS, Marmet owns the parcel of land described hereinbelow and is willing to sell it to Kanawha as set forth hereinbelow;

WHEREAS, Kanawha is willing to install a building on said parcel of land and to operate therein a branch library as set forth hereinbelow;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the premises, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, Kanawha and Marmet mutually covenant and mutually agree as follows:

1. Marmet agrees to sell to Kanawha a certain parcel of land containing approximately 0.482 acres, situate in the Town of Marmet, Kanawha County, West Virginia for $38,000.00, said parcel of land being the same property conveyed to the Town of Marmet, by The Cheaspeake and Ohio Railway Company by deed dated November 16, 1979, of record in the office of the Clerk of the County Commission of Kanawha County, West Virginia in Deed Book 1932, page 307. Marmet agrees to grant and convey said parcel of land to Kanawha by an apt and proper deed containing a covenant of general warranty upon payment of said purchase price to Marmet.

2. Kanawha agrees to install an Outpost Library Building ("library building") on said parcel of land and all necessary utility services in said library building.

3. Kanawha also agrees to purchase and install suitable furniture and equipment for a branch library in the library building.

4. All furniture and equipment furnished by Kanawha for use in the library building will be and remain the property of Kanawha and may be removed by Kanawha at any time. All furniture and equipment, if any, furnished by Marmet for use in the library building will be and remain the property of Marmet.

5. Upon completion of the installation of the library building on said parcel of land and the utility services therein and of the furnishing of the building for library purposes, Kanawha will operate a branch library therein. Kanawha will provide a basic collection of library materials, including but not limited to the following: adult and juvenile books, reference books, newspapers, magazines, phonograph records and such other services as are provided by Kanawha through its Extension Department.

6. Marmet shall contribute, and/or cause to be contributed, to Kanawha, for use in operating said branch library in the Town of Marmet, sum equal to 10% of the annual operating budget of such library each year for 10 years, from and after the date of this agreement. After the expiration of said 10 year period, the contribution of Marmet shall be as mutually agreed upon by the parties hereto. Kanawha may, at its option, terminate the operation of such branch library in Marmet at any time if Marmet fails to make such contributions.

7. Kanawha may, at its option, terminate the operation of the branch library in Marmet at any time without cause by giving Marmet six (6) months' written notice of its intention to do so.

8. Marmet will appoint an Advisory Library Board consisting of five (5) members.

9. Kanawha will have the full official authority and responsibility for the operation of the library, including the employment of personnel. However, Marmet shall be afforded the opportunity to make recommendations on all aspects of operations, including the employment of personnel.

10. Marmet and Kanawha agree that the branch library will function to serve all residents of Kanawha County, including the residents of the Town of Marmet and its adjacent areas:

11. If Kanawha shall permanently discontinue the operation of a branch library in the library building in the Town of Marmet, West Virginia, for a period of more than six (6) months, then Kanawha will convey the parcel of land on which the library building is located to Marmet for such consideration and upon such other terms and conditions as Kanawha and Marmet shall then mutually agree, all in accordance with the provisions of 1-5-3 of the Code of West Virginia of 1931, as amended.

IN WITNESS WHEREOF, the parties hereto have caused their corporate names to be signed by their respective officers thereunto authorized, all as of the day and year first above written. Executed in duplicate.

KANAWHA COUNTY PUBLIC LIBRARY

By_____
Its President

TOWN OF MARMET

By_____
Its Mayor

Following discussion, upon motion by Mr. Ray, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the President be and is hereby authorized to sign the Agreement between Kanawha County Public Library and Town of Marmet at an appropriate time; and

RESOLVED FURTHER, That the President be and is hereby authorized to purchase the "C & O" site from Town of Marmet for sum of $38,000.00 and to accept title all at an appropriate time.

Motion carried.

NEW BUSINESS

Theft in Adult Circulation and Children's Departments. Mr. Stern reported on a series of petty thefts which took place at the Main Library

during a period of several days from February 15 through February 19, 1980. There were nine thefts of wallets from women's purses; eight from patrons and one from staff. No single loss exceeded $20.00. There was circumstantial evidence against a male juvenile, fraudulently enrolled at the Charleston Job Corps who was discharged on February 20, 1980 and returned to his home in Virginia. The Charleston Police Department was informed and had cooperated. There had been a complete exchange of information between the Library and Charleston Job Corps. Mr. Stern concluded his report with the observation that this unhappy experience had probably ended because, as reported to him by the police, the age of the suspect made extradition unlikely.

Second Annual Conference on Approaches to Library/Bibliographic Instruction, South Carolina. The President reported that a conference on Approaches to Library/Bibliographic Instruction would be held on March 6-7, 1980 in Charleston, South Carolina. He stated that the Library Director had asked for authorization to send Miss Lois Leasure, Circulation Librarian and Mrs. Denise Sticha, Branch Librarian of Elk Valley Library. After discussion, and upon motion by Mrs. Smith, seconded by Mr. Cheshire, it was unanimously

> RESOLVED, That the expenses of Miss Lois Leasure and Mrs. Denise Sticha not to exceed $500.00 to be paid for attendance at the Second Annual Conference on Approaches to Library/ Bibliographic Instruction.

Motion carried.

Committee Assignments. The President announced the following Library Board Committee assignments:

Mr. Gary Ellis

Budget, Service and Special Resources Committees

Mr. John Santrock

Gifts, Finance and Community Service Committees

Mr. Ellis, he said, was elected to fill the unexpired term of Mrs. Myerly and he has agreed to assume her committee assignments.

Mr. Santrock, he said, was elected to fill the unexpired term of the late Dr. O. M. Harper and he has agreed to assume his committee assignments.

Approval of Bills. The Library Director submitted Book Bills List No. 273 ($29,805.47) and General Bills List No. 273 ($15,354.80) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Cheshire, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 271 ($195.61) duly certified and approved in accordance with the Bylaws, and on motion by Mr. Cheshire, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Sissonville Instant Library. Mr. Cheshire moved that the payment as submitted be approved. It is recorded as follows:

Vaughn E. McKnight Company	$ 55.00
Quality Paving and Repair	356.00
Bro Dart, Inc.	523.54
	$934.54

The motion was seconded by Mr. Ray, and, upon a vote being taken, it was carried.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mr. Cheshire moved that the payment as submitted be approved. It is recorded as follows:

Ralph Adkins	$564.00

The motion was seconded by Mr. Kauffelt, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Donald W. Spurgeon
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 9, 1980

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 9, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Anderson
Mrs. Brown
Mrs. Glasser
Mr. Kuhns
Mr. Ray
Mr. Santrock
Mrs. Smith
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Library Director.

Mr. Springer, President, presided. Mr. Winowich, Library Director, was not present. In the absence of the Library Director, Miss Ammar, served as Secretary.

The Acting Secretary reported that a quorum was present.

The minutes of the March 5, 1980 meeting were approved.

Correspondence. The President reported that the Library Director received a letter from Dr. Leonard Riggleman dated March 21, 1980. It reads as follows:

"Dear Mr. Winowich:

"I have been identified with The Kanawha County Public Library since we moved Morris Harvey here from Barboursville in 1935. We were housed in the old library where the National Bank of Commerce now stands. This was our home for 12 years before we moved to the present quarters on campus in 1947. Since then I have been a member of the Board of Directors, but a

part of me still lingers with the old building. That is where I first met Mr. John V. Ray. I first admired him for his devotion to the library, but soon a life-long friendship was developed.

"I have known and trusted the directors who have served for more than 30 years. I have also developed a great personal fondness for our present director.

"It has been a genuine pleasure to have been associated with the Board of Directors for at least one third of a century. I have observed the many hours and days given by the Board to not only keep the library going, but to see to it that its usefulness was enhanced to the Kanawha Valley.

"I feel that the time has come for me to sever my relationship with library but not interest.

"I'm 86 years or will be next month, and I'm no longer able to carry my responsibility. I don't feel right to belong to a group and not carry my part of the load.

"I am therefore retiring at this time. I hope you will understand and approve.

"With sincere appreciation, I remain

"Sincerely yours,

/s/ Leonard Riggleman"

Discussion followed. Afterwards, upon motion by Mr. Ray, seconded by Mr. Kuhns, it was resolved that Dr. Riggleman's retirement from the Library Board of Directors be accepted with reluctance and regret and that the following resolution be spread upon the minutes of this meeting:

WHEREAS, Leonard Riggleman has significantly and faithfully served Kanawha County Public Library as a member of its Board of Directors for 32 years; and

WHEREAS, Leonard Riggleman has strengthened this Board and furthered the progress of this institution by his steafast integrity and wise counsel; and

WHEREAS, Leonard Riggleman elevated the spirit of man through personal conviction and professional concern, therefore

BE IT RESOLVED, That we accept the retirement of Leonard Riggleman with reluctance and regret and in so doing record this expression of affection and appreciation for his services to Kanawha County Public Library, its Library Board of Directors and our community; and

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting for a permanent record and that a copy be sent to our friend and colleague.

Motion carried.

Discussion continued. Mr. Ray reported that Dr. Leonard Riggleman was elected to the Library Board in June, 1948. He suggested that, in view of his long and valuable service to Kanawha County Public Library, the Library Director prepare a special Certificate of Appreciation for presentation to Dr. Leonard Riggleman. The suggestion was approved by acclamation.

Assistant Library Director's Monthly Report. In the absence of the Library Director, the Assistant Library Director reported the following:

1. Kanawha County Public Library was in receipt of several letters from Kanawha County Commission suggesting representation on the Library Board, failure to appear at a budget hearing because of a breakdown in communications and approval of library budget for fiscal 1980/1981.

2. Marmet Outpost Library Construction Project bid opening was held on Thursday, April 3, 1980 at Kanawha County Public Library. Members of the Marmet Library Board who were present included: Mr. Terry Fontalbert, President; Mrs. Carolyn Curry, member; Mrs. Anna Roach, member; and Mrs. Leonard Wilson, member. Also attending was Curtis Sutphin, Mayor.

3. Mrs. Helen Smith presided at a Special Meeting held on April 3, 1980, at 1:30 p.m. for members of the Marmet Library Board. She spoke on the

subject of duties and responsibilities of a library board member. Copies of West Virginia Public Library Trustees Manual were distributed.

4. Mr. Chappie Fox, a circus historian, visiting Charleston with the Ringling Brothers Circus, spoke in The John V. Ray Room on Tuesday afternoon, April 8, 1980 to a large and enthusiastic audience. A copy of his book, Circus Parades was autographed and placed in a special collection because of its rare book value of $100.00.

Reports of Committees.

Budget Committee.

Cash Management. Dr. Wallace, Chairman, reported that Kanawha County Public Library owns one twenty-nine day Certificate of Deposit for $100,000.00 purchased from the South Hills Bank at 15.31% (interest earned $1,216.41) due April 15, 1980 and one 14-day Certificate of Deposit for $85,000.00 with the Charleston National Bank at 12.00% (interest earned $391.00 est.) due April 15, 1980. Upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $100,000.00 on April 15, 1980, to mature May 15, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $175,000.00 on April 15, 1980, to mature May 1, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $125,000.00 on May 2, 1980; to mature June 4, 1980.

Motion carried.

Unexpended Balance. Dr. Wallace indicated that a preliminary report anticipated an unexpended balance of approximately $12,000.00 in the 1979/1980 budget. He also said that a more detailed report would be presented at the next meeting. After discussion, it was moved by Dr. Wallace, seconded by Mr. Kuhns, and unanimously

RESOLVED, That the unexpended balance be used as needed for operating expenditures and/or other library purposes.

Motion carried.

Finance Committee Cash Management. Mr. Stern reported that Kanawha County Public Library Finance Committee has accumulated approximately $32,000.00. These funds are in a checking account and in a savings account at Kanawha Valley Bank. They are, he explained, the result of gifts to Kanawha County Public Library. Mr. Stern recommended that Kanawha County Public Library invest $30,000.00 in Certificates of Deposit in denominations of $10,000.00 each. Following discussion, upon motion by Dr. Wallace, seconded by Mrs. Smith, it was resolved that the Treasurer be authorized to invest $30,000.00 in 182 day Money Market Certificates. Before a vote was taken, the resolution was amended by Mr. Ray that the Treasurer be authorized to make additional investments. The amendment was acceptable to Dr. Wallace and Mrs. Smith. It was then unanimously

RESOLVED, That the Treasurer of the Library Board be and is hereby authorized to invest $30,000.00, on deposit at Kanawha Valley Bank and in the account of Kanawha County Public Library Finance Committee, in three (3) Certificates of Deposit in denominations of $10,000.00 each; and

RESOLVED FURTHER, That the remaining cash in excess of essential checking account balances be invested in a savings account.

Motion carried.

Special Grant Requests - W. Va. Library Commission. Mr. Stern reported that a Special Grant application, prepared by the Library Director and Staff, was submitted to West Virginia Library Commission on March 27, 1980. He then reviewed the application which is noted briefly as follows:

	Number Requests	Amount
Main Library	11	$194,637
Branches and Clendenin	20	21,988
Totals	31	$216,625

There was discussion afterwards.

Community Service Committee.

Marmet Outpost Library. Mr. Ray, Chairman, reported the following:

1. The Agreement between Kanawha County Public Library and Town of Marmet was signed. Document appears in Minutes of March 5, 1980.

2. A corrected deed was received from Chessie System and duly recorded.

3. Marmet Outpost Library Construction Project bid opening was held on Thursday, April 3, 1980 at 2:00 p.m. in the Board Room of the Library and attended by Mayor Curtis Sutphin and members of the Marmet Library Board. Bid tabulations are recorded as follows:

Bid Tabulation
Marmet Branch Library
Marmet, West Virginia
April 3, 1980

Bidders	Bid Bond	Base Proposal	Alternate #1	Alternate #2
Boone Remodeling Co., Inc. Madison, W. Va.				
Miller Builders, Inc. Pinch, W. Va.	X	9,301	3,135	3,124
Rover Construction, Inc. St. Albans, W. Va.	X	22,875	3,000	3,000
Royal Construction Company South Charleston, W. Va.	X	8,660	2,520	240
Wayne Heating and Air Conditioning Wayne, W. Va.	cert. check	5,755	2,325	915
Wiseman Construction Company South Charleston, W. Va.	X	11,654	3,775	1,587

Mr. Stern reported that Wayne Heating and Air Conditioning had performed satisfactorily as contractor of the Sissonville Instant Library and further, that Wayne Heating and Air Conditioning had been the contractor of other Instant and Outpost library construction projects in West Virginia. Discussion followed. Afterwards, upon motion by Mr. Ray, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Kanawha County Public Library accept the low bid submitted by Wayne Heating and Air Conditioning for the following:

Base Bid	$5,755.00
Alternate #1 Concrete Parking Pad	2,325.00
Alternate #2 Fine Grading and Seeding	915.00
Total Contract Amount	$8,995.00

Motion carried.

Long Range Planning Committee. Mrs. Smith, Chairman, reported that the Long Range Planning Committee met on Wednesday afternoon, April 9, 1980 at 3:00 p.m. in the Board Room. Members present were: Mrs. Glasser, Mr. Kuhns, Dr. Wallace and Mrs. Smith. Mr. Stern was also present.

She stated that the Committee recognized that the growth of mandated income available for 1981/82 operations would be limited and that this would impose constraints in the preparation of the 1981/82 budget. The Committee recommends, in view of this, that the status quo be maintained as to proposed new branches, remodeling, or additions to existing facilities until the Committee can complete its study and report to the Library Board at a later date.

NEW BUSINESS

Library Board Memberships. The President reported that membership terms of Mr. Jacobson, Mr. Ellis and Mrs. Smith were scheduled to expire on June 30, 1980. He stated that he would appoint a Library Board

Membership Committee to consider and recommend nominations for the Library Board of Directors.

Approval of Bills. The Assistant Library Director submitted Book Bills List No. 274 ($26,984.68) and General Bills List No. 274 ($16,656.70) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Santrock, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Assistant Library Director submitted Special Funds List No. 272 ($82.15) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Charleston Newspapers	$ 36.58
International Building Methods, Inc.	13,374.00
Town of Marmet	38,000.00
R. L. Wilson - Jerry R. Goff, Associated Architects	500.00
	$51,910.58

The motion was seconded by Mrs. Anderson, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Ronald W. Sawyer
President

Lorena Amos
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 7, 1980

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 7, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Wallace
Mrs. Anderson
Mrs. Brown
Mr. Cheshire
Mr. Fisher
Mr. Kuhns
Mr. Ray
Mr. Santrock
Mrs. Smith
Mr. Smith

Also present were Dr. and Mrs. Riggleman, Mr. Winowich, Library Director, Mr. Stern, Assistant Director and Miss June Martin, Chief, Reference Department.

Dr. Wallace welcomed Dr. and Mrs. Riggleman.

In the absence of Mr. Springer, President, Dr. Wallace, First Vice-President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the April 9, 1980 meeting were approved.

Dr. Leonard Riggleman: A Tribute. Dr. Wallace spoke for the Library Board honoring Dr. Leonard Riggleman upon his retirement from Kanawha County Public Library Board of Directors after 32 years of service. His wise counsel and special contributions to the Library and to the community, Dr. Wallace said, were recognized and appreciated. The Resolution of

Tribute, adopted by the Library Board at its meeting held on April 9, 1980, was read. Dr. Wallace announced that Charleston Daily Mail carried a picture story entitled, "Former College President, Minister Retiring From Library Board Today." It was written by Wilma Higginbotham, Retired Life-Styles Editor and reads as follows:

> In 1948, the Kanawha County Public Library was located in the old Capitol Annex on Lee Street, had 98,713 books on the shelves and a budget of $115,000.
>
> Today, it is in the old federal building and post office on Capitol Street, has 459,713 books, a budget of $1,683,457.
>
> And looking over those 32 years of expansion and change from a seat on the library's board of directors has been Dr. Leonard Riggleman, who is being honored upon his retirement today.
>
> "The library is one of the most valuable institutions in the community...reading is an absolute essential for thinking and developing the mind," Riggleman says, adding, "The library's growth is due to the excellent directors we've had, men who have known both books and administration."
>
> Nick Winowich, director, says board members like Riggleman are essential to the library's success. "I always feel comfortable with Dr. Riggleman. One of his strengths is his sense of humor. Another is his ability to listen. On occasion, I have thought my world was coming to an end. Talking with him always helps me put things in perspective," he says.
>
> Sharing honors is his wife, Pauline, who says she "married a preacher and got a college president." Making an informal presentation is Dr. William J. Wallace, president emeritus of West Virginia State College.
>
> At 86, Riggleman looks back happily on his 33 years as president of Morris Harvey College, his community service and his ongoing ministry in the Methodist church.
>
> He says, "I'm a real mountaineer, born near Blue Springs in Randolph County. My early schooling was limited. Our one-room school was two miles from home and four or five streams had to be crossed to get to it. Getting an education was very hard. There were no libraries and very few good books. We got one the best way we could." But by age 19, he had passed a state examination and began teaching school.

Three years later, a chat with a visiting minister on the way home from an all-day-dinner-on-the-grounds church meeting opened his eyes to the possibility of going to college and becoming a preacher.

That fall he entered Morris Harvey College. In his pocket was $13.67 of his own money and a borrowed $50. Riggleman chuckled recalling, "I took three days and four trains to get there. I rode a narrow gauge logging train to Huttonsville; caught a train from there to Elkins and there caught another train to Charleston. We reached Charleston too late to make connections for Barboursville so I stayed all night and caught that train the next day."

He continued, "I only planned to stay one semester but got work waiting on tables, which I did for three years. I also got some jobs preaching on weekends in the summers." He stayed to finish high school and college, then went on to Southern Methodist University in Dallas. With him was his bride, the former Pauline Steel of Huntington.

Nine years after graduating from Morris Harvey College, Riggleman became its president. Soon the school moved to Charleston, sharing the Capitol Annex with Kanawha Junior College and the public library. He and Mrs. Riggleman moved into one of the MacCorkle homes on South Hills and for two years ran a boarding house for girls who could not continue classes at Morris Harvey without a place to stay.

Twelve years later, the college moved to its present site beginning operations in three temporary buildings. The years passed and the temporary buildings were replaced by permanent ones and the campus grew from 12 acres to 35 acres. Riggleman retired from the presidency in 1964 at age 70.

Dr. Wallace, on behalf of the Library Board, presented a polished pewter plate to Dr. Riggleman which carried the following inscription:

Kanawha County Public Library
LEONARD RIGGLEMAN
BOARD OF DIRECTORS
1948 - 1980

Dr. Riggleman responded for himself and Mrs. Riggleman whose birthday was also being observed this date. Following conversation and individual expressions of appreciation by Library Board members, the Rigglemans left the meeting.

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of April, 1980. Included were the following:

1. The Trustees section of West Virginia Library Association scheduled a series of meetings for Monday and Tuesday, May 19 and 20, 1980 in Huntington at the jointly sponsored West Virginia Library Association/Marshall University Institute which was designed to inform practicing librarians from small communities and all clericals on the "nuts and bolts" of librarianship and public library services.

2. Kanawha County Public Library, through its Extension Department, submitted a funding application to the State Department of Education for an Adult Literacy Project. The grant request received favorable comments and encouragement but was deferred. Subsequently, the application was submitted to the U. S. Department of Education. No determination has been made to date.

3. A special program entitled, Humanities and Public Libraries: Grantsmanship will be held at Marshall University on Tuesday, May 20, 1980 from approximately 1:00 p.m. to 5:00 p.m. The Library Director will participate.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one 30-day Certificate of Deposit for $100,000.00 purchased from the South Hills Bank at 15.86% (interest earned $1,303.56) due May 15, 1980 and one 30-day Certificate of Deposit for $125,000.00 with the Community Banking and Savings Company of Dunbar at 11.50% (interest earned $1,078.11) due June 2, 1980. Upon motion by Mr. Kuhns, seconded by Mr. Santrock, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $100,000.00 on May 20, 1980, to mature June 16, 1980; and

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a Certificate of Deposit in the amount of $100,000.00 on June 2, 1980, to mature June 25, 1980.

Motion carried.

Purchase Agreement - Seventeenth Payment. Mr. Stern reported that the seventeenth of twenty payments of $27,710.00 (of which $4,026.00 is interest and $23,684.00 is for principal) was due and payable on June 1, 1980 to General Services Administration, Region III. Following discussion, it was moved by Mr. Kuhns, seconded by Mr. Ray, that the said payment be made. Motion carried.

Unexpended Balance. Mr. Stern reported that the projected unexpended balance for the fiscal year ending June 30, 1980 was expected to be about $6,500.00, based on actual expenditures to date plus estimates for the balance of the fiscal year. He gave a detailed report on projected 1979/80 operating receipts and disbursements, summarized as follows:

Operating Receipts

Original 79/80 Budget excluding GIA for Nitro and Clendenin		$1,483,817
Carried forward from 78/79, excluding Nitro and Clendenin (see Minutes of Meeting of September 12, 1979)		78,980
Add: Unanticipated Operating Receipts		
Additional GIA, net to Kanawha County Public Library	38,708	
Interest Earned in excess of Budget	6,658	
Total Additions		45,366
Less: Budgeted Receipts not received		
Miscellaneous Receipts less than budgeted	397	
Elk Valley Receipts less than budgeted	1,000	
St. Albans - Sunday Service	2,902	

Marmet	3,089	
Revenue Sharing for Sissonville less than budgeted	2,077	
Total Deductions		(9,465)
TOTAL PROJECTED 1979/80 OPERATING RECEIPTS		$1,598,698
Operating Disbursements		
Total Projected 1979/80 Operating Disbursements		1,582,152
GROSS UNEXPENDED OPERATING BALANCE		$ 16,546
Less: Carry Forward to 1980/81		
Purchase of OCLC Terminal	3,700	
Purchase of TermiNet Line Printer	2,300	
Miscellaneous Items (est.)	4,000	
Total Carry Forward		10,000
NET PROJECTED UNEXPENDED BALANCE FOR 79/80		$ 6,546

Finance Committee: Statement of Funds and Gifts. Mr. Stern distributed copies of the Finance Committee Financial Report, as of April 15, 1980 and is recorded as follows:

FINANCE COMMITTEE - STATEMENT OF FUNDS AND GIFTS
AS OF APRIL 15, 1980

Bradford Fund	$14,452.06
Steele A. Hawkins, Jr.	8,208.30
Arthur Hanson	5,615.26
Jacobson Fund	2,883.41
Ivor Boiarsky Trust Fund	1,570.35
L. K. Lovenstein	1,091.03
John V. Ray Fund	855.11
18 Gifts totaling less than $100	646.63
Anne Howard Memorial Fund	615.00
Harry Futterman Fund	507.95
Annie C. M. Vail gift	500.00
James D. Gillespie Memorial Fund	290.96
Elk Valley Library Friends	246.87
Cash Advancement Fund	151.15
Charleston Humane Association	125.75
C & P Telephone Company	125.00
Robert M. Berg	114.43
Library Friends Fund	105.33
Robert Lawson, Jr. Fund	105.14
Children's Theatre	102.98
Total Funds and Gifts	$38,312.71

FINANCE COMMITTEE - STATEMENT OF ASSETS

Money Market Certificates, at 14.226%	$30,000.00
CNB Trust Account, as of 12/31/79, at Market	6,248.74
Savings Account, Kanawha Valley Bank at 5¼%	1,500.00
Checking Account, Kanawha Valley Bank	563.97
Total Assets	$38,312.71

FINANCE COMMITTEE - CHECKING ACCOUNT TRANSACTIONS

MARCH 31, 1980 THROUGH APRIL 15, 1980

Balance as of March 31, 1980	$30,026.84
Transfer from Savings Account (Jacobson) to checking	640.28
	$30,667.12
Less outstanding checks	103.15
	$30,563.97
Less purchase of three 6-month certificates	30,000.00
	$ 563.97

He stated that the Library Director had been authorized, at the April 8, 1980 Library Board Meeting, to invest $30,000.00 in 182-day Money Market Certificates. He also stated that the Library had purchased three $10,000.00 Certificates earning 14.226% from Kanawha Valley Bank.

The Library's special savings account was closed by transfer of $2,140.28 to the checking account. A new regular 5.25% savings account was opened with a $1,500.00 deposit.

Community Service Committee.

Marmet (Outpost) Library Construction Project. Mr. Stern reported that the construction contract between Wayne Heating and Air Conditioning Company and Kanawha County Public Library had been signed, as authorized. Work was expected to begin before May 30 following receipt of such documents as: performance bond, certificate of liability insurance, and workmen's compensation. He also reported that the Outpost unit had been completed and that it could be shipped as soon as the foundation for it at the Marmet site was built. Mr. Stern concluded by saying that the Library had received

$38,000.00 for the site purchase from the Governor's Office of Economic and Community Development and that the Library's $38,000.00 site payment check had been sent to the Town of Marmet.

UNFINISHED BUSINESS

Library Board Membership. Mr. Ray, Chairman, reported that the Library Board Membership Committee, Margaret Anderson, Hester Brown and John L. Ray recommended that the following be nominated (i) Mr. Bernard Jacobson for a term of six (6) years beginning July 1, 1980, ending June 30, 1986, (ii) Mr. Gary Ellis for a term of six (6) years beginning July 1, 1980, ending June 30, 1986 and (iii) Mrs. Helen Smith for a term of six (6) years beginning July 1, 1980, ending June 30, 1986. Following discussion, the Library Director was instructed to report the said nominations to The Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

State of the Library Art - FEES FOR LIBRARY SERVICES. Mr. Stern introduced the State of the Library Art Concept which was primarily informational in character (what is happening out there). He said there were other topics of concern to the library community and these would be presented by staff on occasion and orally. Additionally, an abstract of the presentation would be prepared for distribution to members present and mailed to others unable to attend the meeting. Miss June R. Martin, Chief, Reference Department then spoke on the assigned topic. Following considerable discussion, Dr. Wallace expressed the appreciation of the Library Board for the report and its accompanying abstract. Her abstract is recorded as follows:

Fees for Library Service

A fee in library usage is a service charge given as payment for performance of a library task. Fees for library service for public libraries have been around for a number of years. Among fees charged by some libraries are film inspection charges, repayment for Interlibrary Loan service charges for postage and insurance on books borrowed from another library; fees for the use of library meeting rooms, fees for registration of library borrowers and registration fees for non-residents. Some libraries charge patrons rent on popular best sellers. But fees for reference services are still unusual in the public library and this funding alternative has stirred much controversy within the library community.

Today many libraries are having to adapt to the realities of limited fiscal resources. To some, fees appear to be the only viable means for a library to satisfy certain demands of its public. To others, however, their use represents the defeat of the library's ultimate purpose of providing information to all who require it.

The powerful central core of modern librarianship is the provision by the library of books and services at no direct charge to the patrons. This idea goes back to the rise of free public lending libraries in the 19th century as a great instrument of political and social progress. There is a connection made to questions of First Amendment rights. Freedom of expression is meaningless unless freedom of access to information is also guaranteed. How can an educational support service as crucial as high quality library service be available only to those individuals who can afford it? At the very least, educational need is the same regardless of economic standing.

Many libraries have adopted pricing structures to recover at least some costs for providing online service: such as access to a data bank like Dialogue. Wide variation exists among libraries in regard to fee policies. Current practices range from full cost recovery through charging for all related costs (including staff time) to fully subsidized computer search service. Other libraries recover partial costs by charging for direct costs - actual terminal connect time and off-line printing charges, or by using a flat fee for all searches regardless of cost variations. Some libraries differentiate in the fee schedules between classes of users, such in a college library that charges different fees for undergraduate students and graduate students. The major factor influencing the design of a price policy in a library has been the library's willingness to absorb the costs of computer search services within existing budget levels.

Large companies have access to data bases through the headquarters library of their corporation. Also the Federal government has been a leader in the use of data bases for research and federal agencies

have access to data bases in the agency office in Washington. It must be remembered that half of the commercially available data bases are in the field of science and technology and that the Humanities and Social Sciences are less well served.

The West Virginia Library Commission has had data base service since July 1976 and at present performs about 1,000 searches a year. No fee is charged for their services.

For a long time to come there will be lively debate among members of the library community on charging for library service. Both sides can marshall arguments that convince their followers. It will be interesting to see in five or ten years time the position of the library world on this subject.

Approval of Bills. The Library Director submitted Book Bills List No. 275 ($20,820.20) and General Bills List No. 275 ($45,448.75) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Smith, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 273 ($341.37) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Allen Blueprint and Supply Company	$ 147.74
International Building Methods, Inc.	1,486.00
J. H. Pence Company	149.07
	$1,782.81

The motion was seconded by Mrs. Anderson, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Wallace
First Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 4, 1980

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on June 4, 1980 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Brown
Mr. Ellis
Mrs. Glasser
Mr. Jacobson
Mr. Ray
Mr. Santrock

Mr. Springer, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the May 7, 1980 meeting were approved.

Correspondence. The Secretary reported that the Library was in receipt of a letter from Kanawha County Schools which reads as follows:

"May 23, 1980

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At the regular meeting of the Kanawha County Board of Education on Thursday, May 22, 1980, the following persons were unanimously approved to serve as members of the Kanawha County Public Library Board of Directors for six-year terms beginning July 1, 1980:

1. Mr. Gary Ellis--a resident of Clendenin, West Virginia; and Senior Vice-President and Head of Loan Division, Charleston National Bank--who was appointed to the Library Board in January, 1980 to fill the unexpired term of Mrs. Joyce H. Myerly.

2. Mr. Bernard H. Jacobson--a resident of Charleston, West Virginia--who has been a member of the Library Board since September, 1964.

3. Mrs. Helen Smith--a resident of Dunbar, West Virginia--who has been a member of the Library Board since January, 1973.

"These appointments are in compliance with the resolution adopted by the Library Board of Directors at its meeting on Wednesday, May 7, 1980, and in accordance with your request of May 9, 1980.

"Sincerely yours,

/s/ Robert E. Kittle
Robert E. Kittle
Superintendent of Schools

"REK/lks

"cc: Board of Education Members"

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of May, 1980. Included were the following:

1. There is a type of person visiting public libraries who has little or no interest in library resources or services. This individual has been identified by staff members here, as well as elsewhere, as a "problem patron" who may be mentally ill. What constitutes acceptable public behavior? What is misconduct? When one feels threatened by the circumstances or made indignant by patron's actions what does one do and how? To help us to understand the problem patron, to seek practical aids and solutions and to assure a safe and wholesome library environment, Dr. Don Bubenzer, Chief, Counseling and Guidance, College of Graduate Studies has agreed to conduct a staff workshop. Mrs. Cookie Glasser, member, Library Board; Director, Charleston Job Corps Center; and formerly, Instructor, Behavioral Science at COGS, volunteered to be of assistance.

2. We continue to look at the possibility of sharing our Glasgow branch librarian with Marmet which, for the moment, appears to be both practical and economical. There isn't much geography separating the two communities. The short distance of approximately 11 miles, by way of Chelyan Bridge, makes accessibility quick and easy. Patron traffic for Marmet is unknown although expectations are reasonably optimistic. Patron traffic at Glasgow

should be better. We can afford to divide one librarian into two places and until such time when it becomes necessary to change to a full-time librarian at each facility.

3. A history of Kanawha County Public Library, prepared previously, is in process of being up-dated. Mrs. Brown and the Library Director have charged themselves with that responsibility. Copies, of course, will be made available to the Library Board and to the community at large.

4. Construction of the Outpost Library in Marmet is underway. The footers have been prepared and the cinder block is in place for installation. Delivery of the unit is expected to be made reasonably soon.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $100,000.00 purchased, May 20, 1980, from the Community Banking and Savings Company of Dunbar at 9.45% (interest earned $708.75) due June 16, 1980; and one Certificate of Deposit for $100,000.00 purchased June 1, 1980 from the Charleston National Bank at 8.75% (interest earned $73.96) due June 5, 1980. The three day Certificate of Deposit at Charleston National Bank represents a temporary "rollover." Afterwards, the CD will be reinvested on June 5, 1980 on bid with a Kanawha County bank at the best rate possible and scheduled to mature, June 25, 1980.

After discussion, upon motion by Mr. Ray, seconded by Mr. Jacobson, it was unanimously

RESOLVED, That the Budget Committee be and is hereby authorized to invest and to re-invest cash flow funds in Certificates of Deposit and/or Treasury Bills; and

RESOLVED, That investments may be made from time to time by the Budget Committee and/or until further resolution is given by the Library Board of Directors; and

RESOLVED FURTHER, That the Budget Committee report to the Library Board of Directors what cash flow funds have been invested and the interest received.

Motion carried.

Financial Report: A Summary. Mr. Stern reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1980. An approximate amount of $206,722.00 of non-appropriated receipts were identified, explained and are recorded as follows:

Interest earned on investments	$ 7,088
Kanawha County Commission - Revenue Sharing	72,225
Amount over and above Miscellaneous Receipts	308
State of West Virginia - Additional Basic Grant-In-Aid	40,504
State of West Virginia - WVLC - Sissonville Construction	14,000
State of West Virginia - GOECD - Sissonville Construction	9,900
State of West Virginia - WVLC - Marmet Construction	18,173
State of West Virginia - GOECD - Marmet Construction	40,668
Wayne Heating and Air Conditioning - Sissonville Construction	356
State of West Virginia - Department of Culture and History	225
Mountain Arts, Inc.	345
Refunds from Vendors	2,612
Kanawha Teachers Credit Union	110
Jack Goodman - reimbursement for salary	208
	$206,722

After discussion and upon motion by Mr. Ellis and seconded by Mr. Ray, it was moved that the Budget for the current 1979/1980 fiscal year be amended to reflect the above list of non-appropriated receipts and expenditures as well as additional monies received between this date and June 30, 1980.

A final report will be submitted after all transactions have been completed at the conclusion of the current fiscal year.

Outstanding Checks. Mr. Stern reported that the firm of Arnett and Foster, Certified Public Accountants, reported that certain outstanding checks, issued in previous years, should be cancelled with the provision that they may be reissued should valid claims arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check No.	Amount
1-16-79	Judith B. Beatty	417961	$ 2.50
1-16-79	Diana L. Daskalos	417976	3.95
1-16-79	Patricia Garza	417994	.50
2-20-79	Rhoda Helton	418170	3.95
3-13-79	Daniel Buckalew	418291	3.45
3-13-79	Richard Lucente	418323	.66
5-3-79	James George	317451	.93
5-15-79	Trudy Huisman	418574	9.95
8-16-79	Aaron Lee Harrah	419136	1.90
11-14-79	Brian Glasser	419623	4.12
11-14-79	Rita Hager	419627	3.49
12-11-79	David R. McClellan	419771	1.50
			$36.90

After discussion, it was moved by Mr. Jacobson, seconded by Mrs. Glasser that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

West Virginia Library Commission Special Grants for 1980.

Special Grant Request. In the absence of Dr. Wallace, Chairman, Budget Committee, the Library Director reported that Kanawha County Public Library submitted on March 27, 1980, its Special Grant Request of $216,625.00 to West Virginia Library Commission. By letter dated May 27, 1980, Frederic J. Glazer, Director, West Virginia Library Commission, notified Kanawha County Public Library that a Special Grant of $43,835.00 was approved. The amounts and purposes are listed as follows:

Grant Approved	Purpose
	MAIN LIBRARY
$15,000	Media Center
4,875	Microfilm reader/printer; microfiche readers (3)
4,800	Large print and young adult books
3,526	Children's programming (for branches also)
2,000	Adult literacy project

	CLENDENIN
3,000	Strengthen book collection
	CROSS LANES
1,900	Photocopier
	DUNBAR
2,000	Reference collection development
	ELK VALLEY
500	Strengthen young adult collection
500	Children's programming filmstrips
	GLASGOW
864	Electric typewriter
430	Shelving unit
	MARMET
250	Desk type photocopier
	ST. ALBANS
1,050	Card catalog cabinets
700	Magazine housing and display unit
720	Film projector and screen
300	Paperback housing and display
	SISSONVILLE
440	Filmstrip projector
130	Stereo equipment
850	Exhibit case
$43,835	Totals

Following discussion, upon motion by Mrs. Glasser, seconded by Mrs. Brown, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign and accept the West Virginia Library Commission Grant Document.

Motion carried.

The Library Director reported that Kanawha County Public Library will receive from West Virginia Library Commission the sum of $23,290.00 which is "for the purpose of hospitalization and employee benefits." Following discussion, the matter was referred to the Special Resources Committee (Mr. Fisher, Chairman; Dr. Bannerot and Mr. Ellis) for consideration and a proposal of expenditures.

Community Service Committee.

Sissonville Instant Library Construction Project. The Library Director submitted a Summary of Income and Expenditures for the Sissonville Instant Library Construction Project. Copies of the report were mailed previously to Library Board members. The summary is recorded as follows:

SISSONVILLE
INSTANT LIBRARY CONSTRUCTION PROJECT
A SUMMARY

INCOME	TOTAL
Revenue Sharing - Kanawha County Commission	$ 80,500.00
State of West Virginia - Partnership Grant	9,900.00
State of West Virginia - West Virginia Library Commission	15,500.00
Wayne Heating and Air Conditioning	356.00
Kanawha County Public Library	833.66
TOTAL RECEIPTS	$107,089.66

EXPENDITURES	TOTAL
CONSTRUCTION	
Building Construction - Original Contract	$ 41,330.00
Foam Insulation	1,050.00
Exterior Lighting	4,295.00
Plants and Planting	3,155.00
Vestibule (Change Order #1)	1,128.00
In Lieu of Shell From WVLC (Change Order #2)	14,000.00
TOTAL CONSTRUCTION	$ 64,958.00
LAND ACQUISITION	4,896.00

SITE PREPARATION	
Filling and Grading	16,800.00
Drainage Project, Sewer Pipe Installation	7,000.00
Underground Electrical Installation	94.00
Parking Area Stone	356.00
	$ 24,250.00
MISCELLANEOUS - LEGAL ADVERTISING	75.20
ARCHITECTURAL FEES	2,749.00
CARPETING	1,271.40
FURNITURE AND EQUIPMENT	8,890.06
TOTAL EXPENDITURES	$107,089.66

Note: 1. Unanticipated expenses include the following:
a) High cost of filling and grading
b) Drainage project, sewer pipe installation
c) Vestibule

Note: 2. State of West Virginia, Department of Highways, provided approximately 300' of pipe for drainage project. Value estimated $4,500.00.

Note: 3. Income of $356.00 from Wayne Heating and Air Conditioning was payment for installation of additional parking area stone.

The Library Director reported that expenditures for the Sissonville Instant Library Construction Project totaled $107,089.56. He stated that income received totaled $106,256.00. The Library Director said that the construction project, in the face of unanticipated expense, needed an additional $833.56.

After discussion, upon motion by Mr. Jacobson, seconded by Mrs. Brown, it was unanimously

RESOLVED, That Kanawha County Public Library contribute from its unexpended balance the sum of $833.56 to Sissonville Instant Library Construction Project.

Motion carried.

Marmet Outpost Library Construction. Mr. Stern reported that Wayne Heating and Air Conditioning, Contractor, furnished Kanawha County Public Library with appropriate and necessary documents: performance bond,

certificate of insurance (liability and property) and workmen's compensation. Work on the site began June 3, 1980. He concluded by stating that the Marmet Library would be open to the public on or about September 1, 1980.

NEW BUSINESS

Meeting with Mr. Robert F. Silverstein, Kanawha County Commission. The President reported that the Library Director, Assistant Director and he met with Mr. Robert F. Silverstein, President, Kanawha County Commission, on May 23, 1980 for the purpose of exchanging ideas on Library Board membership. Mr. Springer said he was confident that a useful purpose had been served. There was discussion afterwards.

Change of Annual Meeting Date. Mr. Springer reported that the Annual Meeting of the Library Board was scheduled, by statute, to be held "on the first Friday in July in each year." The first Friday in July, 1980 comes on the 4th. He suggested that the Annual Meeting be held on Friday, July 11, 1980. After discussion, upon motion of Mrs. Glasser, seconded by Mr. Santrock, it was unanimously

> RESOLVED, That the date of the Annual Meeting be changed from Friday, July 4, 1980 to Friday, July 11, 1980.

Motion carried.

Nominating Committee - Election of Officers. The President appointed Mr. Ray, Chairman, Mr. Kauffelt, Mr. Ellis and Mr. Santrock to consider and to recommend nominations for the election of officers for fiscal year 1980/1981.

Library Board Membership Committee. The President announced the appointment of the following persons to a Library Board Membership Committee: Mr. Ray, Chairman, Mr. Kauffelt, Mr. Ellis and Mr. Santrock. They would, he

said, consider candidates for Library Board membership and recommend for nominations, one person to complete the unexpired term of Dr. Leonard Riggleman which ends June 30, 1983.

American Library Association Annual Conference. The President reported that the Annual Conference of the American Library Association would be held in New York, New York, June 28-July 4, 1980. Following discussion, upon motion by Mr. Santrock, seconded by Mr. Jacobson, it was unanimously

> RESOLVED, That expenses, not to exceed $3,400.00, be paid for attendance at the American Library Association Annual Conference scheduled to be held in New York, New York, on June 28-July 4, 1980; and,
>
> RESOLVED FURTHER, That the following persons are authorized to attend: Library Director, Library Board Member, Assistant Library Director and two staff members.

Motion carried.

Salary Adjustment. The President reported that he was informed by the Library Director that the salary of Miss Ruth E. Figgatt, Chief Processing Librarian, was reported incorrectly on the Budget Document for 1980/1981. He recommended that the salary of Miss Figgatt be adjusted. Upon motion by Mr. Ellis, seconded by Mr. Ray, it was unanimously

> RESOLVED, That the annual salary of Miss Ruth E. Figgatt for 1980/1981 be adjusted from $18,660.00 to $18,960.00.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 276 ($26,701.03) and General Bills List No. 276 ($18,625.61) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose

by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 274 ($348.86) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Jacobson and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Sissonville Instant Library Construction Account. Mrs. Brown moved that the payment as submitted be approved. It is recorded as follows:

Wayne Heating and Air Conditioning $7,850.65

The motion was seconded by Mr. Jacobson, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Donald F. Spaniger
President

Nicholas Winnacik
Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 11, 1980

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 11, 1980 at 2:00 p.m. in The John V. Ray Room of the Library.

The following members were present:

Dr. Wallace
Dr. Bannerot
Mrs. Glasser
Mr. Jacobson
Mr. Kauffelt
Mr. Santrock
Mrs. Smith

Also present was Mr. Nicholas Winowich, Library Director and Mr. Stern, Assistant Director.

Dr. Wallace welcomed Presidents of the Branch Library Boards, branch librarians, department heads and staff.

In the absence of Mr. Springer, President, Dr. Wallace, First Vice-President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The Secretary read the notice of Special Meeting which had been mailed in accordance with the Bylaws.

The minutes of the June 4, 1980 meeting were approved.

Correspondence. The Secretary reported that the Library was in receipt of a letter from Mr. Roger W. Tompkins on behalf of his mother, Mrs. Pauline W. Tompkins. It reads as follows:

"June 13, 1980

"Nicholas Winowich, Secretary
Board of Directors
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick:

"On behalf of my mother, Pauline W. Tompkins, I must regretfully notify you of her retirement from the Kanawha County Public Library Board of Directors, effective immediately, due to serious and lingering ill health.

"My mother enjoyed and found meaningful her service on your Board, and wants me to convey her thanks and fondness to you and to the members.

"With every best wish in your deliberations and programs.

"Sincerely yours,

/s/ Roger
Roger W. Tompkins
for Pauline W. Tompkins

"RWT:sc"

Discussion followed. Afterwards, upon motion by Mr. Santrock, seconded by Dr. Bannerot, it was resolved that Mrs. Tompkins' retirement from the Library Board of Directors be accepted with reluctance and regret and that the following resolution be spread upon the minutes of this meeting:

WHEREAS, Pauline W. Tompkins served Kanawha County Public Library as a member of its Board of Directors since September, 1975; and

WHEREAS, Pauline W. Tompkins reflected the spirit of public library service and purpose in her interest for and enthusiasm in the Glasgow Branch Library, therefore

BE IT RESOLVED, That we accept the retirement of Pauline W. Tompkins with reluctance and regret and in so doing record this expression of affection and appreciation for her services to Kanawha County Public Library, its Library Board of Directors and our community; and

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting for a permanent record and that a copy be sent to her son, Roger W. Tompkins.

Library Director's Annual Report.

Welcome: Library Staff. The Library Director introduced heads of departments and staff members present. They were:

Ruth Figgatt	- Chief, Catalog Librarian
June Martin	- Chief, Reference Librarian
Kathleen Whalin	- Chief, Children's Librarian
Tom Wrenn	- Chief, Circulation Librarian
Jean Andrews	- Librarian, Clendenin Public Library
Barry Geesey	- Homebound Librarian, Extension Department
Anna Parker	- Branch Librarian, Glasgow Branch
Daisy Stemple	- Branch Librarian, Sissonville Branch
Denise Sticha	- Branch Librarian, Elk Valley Branch

Annual Report. The Library Director presented the Annual Report. Copies of the "Mini Annual Report, 1979/1980; Some Reflections" were distributed. Some of the highlights noted were the following:

West Virginia State College presented its Meritorious Service Award to John L. Ray.

Sissonville Instant Library was dedicated at a special ceremony held on Saturday, January 19, 1980. Project cost totaled $107,089.

Community Satellite Libraries were established at East Bank High School and at George Washington High School.

Five new members were elected to the Library Board. They are:

William Cheshire	T. D. Kauffelt
Gary Ellis	John Santrock
Carole Glasser	

Five new librarians were employed. They are:

Eugene Fleisher	Catalog
Lois Leasure	Adult Circulation
Peggy Palmer	St. Albans Branch
Anna Parker	Glasgow Branch
Pamela Stebbins	Children's

Membership in PRLC (Pittsburgh Regional Library Center) will enable this institution to participate in computerized system of cataloging and other electronic services.

Total income was in excess of $1,637,000.

Questions and comments followed. Afterwards, the Library Director stated that the full and complete report would be published and mailed to Library Board members.

Reports of Committees.

Budget Committee.

Cash Management. Mr. Stern reported that Kanawha County Public Library owns one Certificate of Deposit for $100,000.00 purchased June 26, 1980 from the City National Bank at 8.01% (interest earned $548.61) due July 21, 1980. He further reported that if receipts flow in as anticipated, approximately $235,000.00 of Certificates of Deposit would be bought between now and the August meeting. The big increase will be made possible from receipt of the first 1980/1981 quarterly Grant-In-Aid funds from West Virginia Library Commission of $82,075.00 and Special Grant funds from West Virginia Library Commission of $67,125.00.

Community Service Committee.

Marmet Construction Project. Mr. Stern presented a progress report on the Marmet Construction Project. He stated that the building was delivered and installed on the new foundation; that water, sewer and electric services were nearly completed; and that delivery of the heat pump was expected to be delayed for a short period of time because of heavy demand for similar units. The Marmet Branch, he said, should be ready for operation on or about September 1, 1980. There was some discussion afterwards.

NEW BUSINESS

Election of Officers. Mr. Kauffelt, Member, Nominating Committee, reported that the Nominating Committee nominates the following persons for the offices indicated for the year beginning July 1, 1980:

President	- Donald F. Springer
First Vice President	- William J. L. Wallace
Second Vice President	- Helen Smith
Secretary	- Nicholas Winowich
Treasurer	- Nicholas Winowich

Mrs. Glasser moved, Mr. Kauffelt seconded, that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named.

Branch Library Presidental Reports.

Dunbar Branch Library

Mr. Boone Maxwell, President, with happiness and humor, reflected upon the Library, its history, its Library Board (Herman Smith, Martha Klein, Helen Smith, George Denton), its staff and the Library's impact on the community.

St. Albans Branch Library

Dr. Bill Arney recalled the events of the past - the many persons, for example, who worked long and hard on the successful Town Fairs and the income from which made the present site and building possible. Special recognition, he said, was awarded to Mr. Harry White who served as Treasurer for nearly 30 years and to Miss Peggy Palmer, Branch Librarian, for her exceptional leadership.

Branch and Department Reports.

Mrs. Denise Sticha, Branch Librarian, Elk Valley; Mrs. Daisy Stemple, Branch Librarian, Sissonville; Mrs. Anna Parker, Branch Librarian, Glasgow presented brief reports.

Miss Ruth Figgatt, Chief, Catalog Department; Miss June Martin, Chief, Reference Department; Tom Wrenn, Chief, Circulation Department; Miss Kathleen Whalin, Chief, Children's Department, and Barry Geesey, Librarian,

Extension Department presented brief reports.

Following questions and comments, Dr. Wallace extended thanks and appreciation to the Presidents and staff for their presence, interest and enthusiasm for Kanawha County Public Library.

Approval of Bills. The Library Director submitted Book Bills List No. 277 ($24,916.26) and General Bills List No. 277 ($26,540.03) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Smith, seconded by Mr. Kauffelt, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 275 ($327.50) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Smith, seconded by Mr. Kauffelt, and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Marmet (Outpost) Library. Mrs. Smith moved that the payment as submitted be approved. It is recorded as follows:

International Building Methods, Inc. $1,811.20

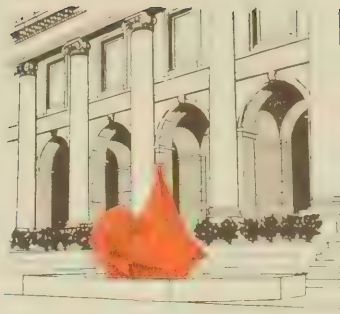
The motion was seconded by Mr. Kauffelt, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

First Vice President

Secretary

23 Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304
KANAWHA COUNTY PUBLIC LIBRARY



NOTICE

To the Members of the Board of Directors:

The Annual Meeting of the Board of Directors of Kanawha County Public Library will be held in the Board Room of the Library in the City of Charleston, West Virginia, at two o'clock in the afternoon on Friday, July 11, 1980, for the election of officers and to consider and act upon such other business as may come before the Board of Directors.

Dated this 23rd day of June, 1980.

By Nicholas Winowich
Secretary

NO ANNUAL REPORT WAS SUBMITTED FOR 1979/1980